

SAN FRANCISCO PUBLIC LIBRARY



3 1223 06446 4499

5/S

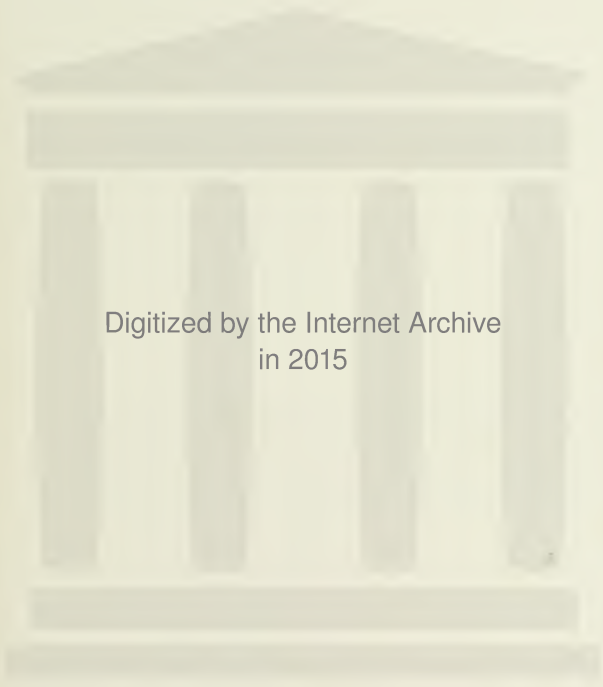


San Francisco Public Library

Government Information Center
San Francisco Public Library
100 Larkin Street, 5th Floor
San Francisco, CA 94102

REFERENCE BOOK

Not to be taken from the Library



Digitized by the Internet Archive
in 2015

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

The San Francisco Public Library Commission has not always printed its minutes in final form. For the disposition of draft minutes, where final or "approved" minutes are missing, consult the minutes of subsequent meetings

MAY 31 2002

SAN FRANCISCO
PUBLIC LIBRARY*San Francisco Public Library Commission*

100 Larkin Street, San Francisco, CA 94102

Phone 415.557.4233, Fax 415.557.4240

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, June 4, 2002
 TIME: 4:00 PM
 PLACE: Koret Auditorium, Main Library, lower level

Willie L. Brown, Jr.
 Mayor

Charles A. Higuera, A.L.A.
 President

The meeting will be called to order.

Carol Steiman
 Vice President

Helen Marte Bautista

Lonnie K. Chin

Steven A. Coulter

Fran A. Streets

Darian W. Swig

Carla J. Toner

Susan Hildreth

City Librarian

Michael Housh

Commission Secretary

1. APPROVAL OF THE MINUTES ACTION
 Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of May 7, 2002.
 Explanatory document: draft Minutes
2. CITY LIBRARIAN'S REPORT by City Librarian Susan Hildreth DISCUSSION
 (This item is to allow the City Librarian to report on recent Library activities and make announcements)
 This report will consist of reports on: the West Portal Branch closure, a Richmond Branch Design Workshop update, information on upcoming exhibits and programs, Friends and Foundation allocations for 2002/03, and information about a Glen Park Branch community meeting.
3. LIBRARY FACILITIES NAMING POLICY ACTION
 Presentation and discussion of and possible action to adopt a revision of the Library's Facilities Naming Policy.
 Explanatory document: revised draft Library Facilities Naming Policy
4. LIBRARY 2002/2003 BUDGET UPDATE DISCUSSION
 Presentation of and discussion of an update report on the 2002/03 Library Budget.
5. AFFINITY CENTERS REPORT DISCUSSION
 Presentation of and discussion of reports on the Stegner Environmental Center and the San Francisco History Center.
6. LIBRARY SECURITY ISSUES UPDATE DISCUSSION
 Presentation on and discussion of Library security related issues.



7.	ILS EVALUATION PROCESS REPORT Presentation of and discussion of an update on the ILS (Integrated Library System) Evaluation process.	DISCUSSION
8.	FRIENDS AND FOUNDATION REPORT (This item is to allow the Friends and Foundation of the San Francisco Public Library to inform the Commission of their current and proposed activities.)	DISCUSSION
9.	LABOR UNION REPORT (This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)	
10.	NEW BUSINESS (This item is to allow Commissioners to introduce new agenda items for consideration.)	
11.	PUBLIC COMMENT (This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)	
12.	ADJOURNMENT (requires motion and public comment) 54/29/02 - M.Housh, Commission Secretary	ACTION

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETINGS POLICY

TO ENSURE THE PARTICIPATION OF THE DISABLED PUBLIC IN ALL COMMISSION PUBLIC MEETINGS, THE FOLLOWING ITEMS CONCERNING ACCESSIBILITY WILL BE AVAILABLE:

SIGN LANGUAGE INTERPRETERS OR NOTE TAKERS WILL BE AVAILABLE UPON REQUEST. PLEASE CONTACT SERVICES FOR THE DEAF AND HEARING IMPAIRED AT 415/557-4433 (TDD) OR 415/557-4434 (VOICE) AT LEAST 72 HOURS PRIOR TO THE MEETING. LATE REQUESTS WILL BE HONORED IF POSSIBLE.

A SOUND ENHANCEMENT SYSTEM WILL BE AVAILABLE UPON REQUEST AT THE MEETINGS. PLEASE CONTACT SERVICES FOR THE DEAF AND HEARING IMPAIRED AT 415/557-4433 (TDD) OR 415/557-4434 (VOICE) AT LEAST 72 HOURS PRIOR TO THE MEETING. LATE REQUESTS WILL BE HONORED IF POSSIBLE.

A PERSON WHO IS DEAF OR HEARING IMPAIRED MAY GAIN MEETING INFORMATION PRIOR TO THE MEETING BY CALLING 415/557-4433 (TDD) OR 415/557-4434 (VOICE). IN ADDITION, THE CALIFORNIA RELAY SERVICE CAN BE USED BY INDIVIDUALS WITH HEARING AND SPEECH IMPAIRMENTS BY CALLING 1-800/735-2929 (TDD) OR 1-800/735-2992 (VOICE).

MINUTES OF THE MEETINGS ARE AVAILABLE IN ALTERNATIVE FORMATS. IF YOU REQUIRE THE USE OF A READER DURING THE MEETING, PLEASE CONTACT THE LIBRARY FOR THE BLIND AND PRINT HANDICAPPED AT 415/557-4253 AT LEAST 72 HOURS IN ADVANCE OF THE NEED.

INDIVIDUALS WITH SEVERE ALLERGIES, ENVIRONMENTAL ILLNESS, MULTIPLE CHEMICAL SENSITIVITY OR RELATED DISABILITIES SHOULD CALL THE ACCESSIBILITY HOTLINE AT 415/554-8925 TO DISCUSS MEETING ACCESSIBILITY. IN ORDER TO ASSIST SAN FRANCISCO'S EFFORTS TO ACCOMMODATE SUCH PEOPLE, ATTENDEES AT PUBLIC MEETINGS ARE REMINDED THAT OTHER ATTENDEES MAY BE SENSITIVE TO VARIOUS CHEMICAL-BASED PRODUCTS. PLEASE HELP THE CITY TO ACCOMMODATE THESE INDIVIDUALS.

LIBRARY COMMISSION MEETINGS WILL BE HELD AT THE MAIN LIBRARY, 100 LARKIN STREET AT GROVE, LOWER LEVEL, KORET AUDITORIUM, EXCEPT WHEN OTHERWISE NOTICED. THE COMMISSION MEETING ROOM IS WHEELCHAIR ACCESSIBLE. THE CLOSEST ACCESSIBLE BART STATION IS CIVIC CENTER. THE ACCESSIBLE MUNI LINE SERVING THIS LOCATION IS THE #19 POLK. FOR INFORMATION ABOUT MUNI'S ACCESSIBLE SERVICE, PLEASE CALL 415/923-6142.

THERE IS ACCESSIBLE PARKING AVAILABLE AT 355 McALLISTER, CIVIC CENTER PLAZA GARAGE. CALL 415/863-1537.

ACCESSIBLE SEATING FOR PERSONS WITH DISABILITIES (INCLUDING THOSE USING WHEELCHAIRS) WILL BE AVAILABLE AT MEETINGS.

THE RINGING OF AND USE OF CELL PHONES, PAGERS AND SIMILAR SOUND-PRODUCING ELECTRONIC DEVICES ARE PROHIBITED AT THIS MEETING. PLEASE BE ADVISED THAT THE CHAIR MAY ORDER THE REMOVAL FROM THE MEETING ROOM OF ANY PERSON(S) RESPONSIBLE FOR THE RINGING OR USE OF A CELL PHONE, PAGER, OR OTHER SIMILAR SOUND PRODUCING ELECTRONIC DEVICES.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

GOVERNMENT'S DUTY IS TO SERVE THE PUBLIC, REACHING ITS DECISIONS IN FULL VIEW OF THE PUBLIC. COMMISSIONS, BOARDS, COUNCILS AND OTHER AGENCIES OF THE CITY AND COUNTY EXIST TO CONDUCT THE PEOPLE'S BUSINESS. THIS ORDINANCE ASSURES THAT DELIBERATIONS ARE CONDUCTED BEFORE THE PEOPLE AND THAT CITY OPERATIONS ARE OPEN TO THE PEOPLE'S REVIEW.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (CHAPTER 67 OF THE SAN FRANCISCO ADMINISTRATIVE CODE) OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, THE SUNSHINE ORDINANCE TASK FORCE, CITY HALL, ROOM 244 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO, CA 94102-4689 OR AT 415/554-7724 PH. 415/554-5163 FAX AND WEBSITE AT DONNA_HALL@CI.SF.CA.US. COPIES OF THE SUNSHINE ORDINANCE CAN BE OBTAINED FROM THE CLERK OF THE SUNSHINE TASK FORCE, THE SAN FRANCISCO PUBLIC LIBRARY AND ON THE CITY'S WEBSITE AT WWW.CI.SF.CA.US/BDSPUPVRS/SUNSHINE.

SAN FRANCISCO LOBBYIST ORDINANCE

ATTENTION: INDIVIDUALS AND ENTITIES THAT INFLUENCE OR ATTEMPT TO INFLUENCE LOCAL LEGISLATIVE OR ADMINISTRATIVE ACTION MAY BE REQUIRED BY THE SAN FRANCISCO LOBBYIST ORDINANCE [SF ADMIN CODE SECS. 16.520 - 16.534] TO REGISTER AND REPORT LOBBYING ACTIVITY. FOR MORE INFORMATION ABOUT THE LOBBYIST ORDINANCE, PLEASE CONTACT THE ETHICS COMMISSION AT 1390 MARKET STREET #701, SAN FRANCISCO, CA 94102, TELEPHONE (415) 554-9510, FAX (415) 703-0121 AND WEB SITE [HTTP://WWW.CI.SF.CA.US/ETHICS/](http://www.ci.sf.ca.us/ethics/).

MICHAEL HOUSH, COMMISSION SECRETARY

1/9/02

San Francisco Public Library Commission Policy Manual

Branch Naming Policy

Policy #601

Section: Facilities

Adopted: June '96

It is the policy of the San Francisco Public Library to name libraries according to geographic location and to identify the facility with the neighborhood or the neighborhood it primarily serves. Anyone interested in finding a library can therefore immediately ascertain its location by its geographic or neighborhood name.

It shall be the policy of the San Francisco Public Library not to name any library for specific individuals or entities. However, there may be reasons so compelling that adding a name of a person to the geographical name of a specific library may be an appropriate honor.

The person so honored will have performed such a myriad of services and dedicated a substantial amount of energy, time, resources, leadership and volunteer service to improve and benefit the library in substantial ways. The depth and breadth of the contributions would be so obvious and compelling that the various segments of the library/branch community are of one mind in their desire to honor this individual. This great service will reflect a dedication and beneficence to the library over a great span of time.

It is our intention that naming a library for a person is a rarity and that the dedication and service to the library is recognized as rare, unique and of the highest quality.

PROCEDURES FOR THE PUBLIC INVESTIGATION OF THE NAME CHANGE

1. Any members of the Library Commission or a member of the public may propose a name change in writing to the Library Commission or at any regularly scheduled meeting of the Library Commission. However, the proposer must have done extensive and rigorous research to demonstrate that the individual or group has met the stringent criteria of dedicated service and benefit to the library.
2. The President of the Library Commission shall assign the branch library name change to the chair of the Planning and Policy Committee. The chair of the Planning and Policy Committee shall schedule the item for general discussion and receive public comment at several scheduled meetings of the Planning and Policy Committee meeting.
3. After reviewing the public comments, the members of the Planning and Policy Committee shall consider the merits of the name change request, and may schedule a meeting in the facility to consider more direct testimony from members of the public living in the neighborhood of the branch library facility. There shall be a waiting period of at least six months to review criteria.
4. At the next regularly scheduled meeting of the Planning and Policy Committee, after the six-month review period, the members of the committee shall discuss the below-listed criteria and determine a recommendation for the name change to the full membership of the Library Commission.
5. At the next regularly scheduled meeting of the Library Commission, the chair of the Planning and Policy Committee shall present its findings and recommendations to the Library Commission. The President of the Library Commission shall provide final public comment on the issue, and he or she shall call for a vote on the issue. An affirmative vote by the Library Commission shall determine the addition of the name change to the branch library facility.

CRITERIA FOR CHANGING THE NAME OF A BRANCH LIBRARY

1. There should be a demonstration of evidence to the Library Commission that there is a broad base of agreement on the desire for a name change by the neighborhood or community that is served by the branch.
2. The name change request should reflect the spirit of the San Francisco Public Library's mission of free and equal access to information for all.
3. The new name may honor an individual or group that has made a significant contribution to the branch library, the San Francisco Public Library system, the City and County of San Francisco or to the nation.
4. In all cases the geographic name shall precede any honorific name.
5. The new name should avoid controversy and not carry the banner of a transitory cause, no matter how worthy, but rather, reflect the tradition and stability of the library as an institution.
6. If all other criteria are met, the cost of the name change, both in time and cash outlay, should be borne, in part or in whole, by the parties desiring the change.

M. Culver 04/17/97

San Francisco Public Library Commission Policy Manual

Branch-Names Library Facilities Naming Policy
Facilities Adopted: 2002

Policy #601 Section:

It is the policy of the San Francisco Public Library to name libraries according to geographic location and to identify each branch facility with the neighborhood where it is located or the neighborhood it primarily serves. This Policy enables anyone interested in finding a library to easily ascertain its location by its geographic or neighborhood name.

It shall be the general policy of the San Francisco Public Library not to name any library facility for any person, living or deceased. However, in the rare instance where there may be reasons so compelling that adding the name of a person to the geographical name of a specific branch library, or to another library facility, may be library may be an appropriate honor. In such rare instances, appropriate, it shall be the policy of the San Francisco Public Library not to name any library facility for any living person, or for any person deceased less than five years, one year. This restriction permits the Library Commission to evaluate the lifetime contributions and accomplishments of a proposed honoree, and protects from making To be so honored decisions in reaction to transitory or emotional considerations.

The Library Commission shall approve adding the name of a person to the geographic name of a specific branch library, or to another library facility only where:

- a person must be the proposed honoree is associated with a myriad of services and have had dedicated a substantial amount of energy, time, resources, leadership and volunteer service to improve and benefit the San Francisco Public Library system branch library or the San Francisco Public Library system or the library facility in question. The depth and breadth of the contributions must be obvious and compelling and must reflect a dedication and beneficence to the branch library or the San Francisco Public Library system the San Francisco Public Library system, or the library facility in question over a great span of time;
- there must be a strong consensus among library users and, in the case of branch libraries, residents of the surrounding neighborhood to name the branch library for neighborhood, to add the name of the proposed individual honoree to the library facility in question;
- the proposed name honoree should reflect the spirit of the San Francisco Public Library's mission of free and equal access to information for all;
- the new name should avoid controversy and not carry the banner of a transitory cause, no matter how worthy, but rather, reflect the tradition and stability of the Library as an institution, and
- it must be in the public interest to approve the proposed name.

In summary, adding the name of a person to a branch library facility is reserved for the rare individual whose dedication and service to the branch library or the San Francisco

PROCEDURES FOR EVALUATING PROPOSALS TO ADD THE NAME OF A PERSON TO THE GEOGRAPHIC NAME OF A BRANCH LIBRARY FACILITY

1. Any member of the Library Commission or member of the public may propose a name to be added to the geographic name of a branch library facility specific branch library, or to another library facility, by submitting a request in writing to the Library Commission, or by making an oral request during public open time at any regularly scheduled meeting of the Library Commission. The proposal must include the proponents of the name addition must submit thorough and rigorous written research demonstrating that the proposal proposed honoree meets the stringent criteria set forth in this Policy.
2. The President of the Library Commission, in his or her sole discretion, shall determine whether a proposal is sufficiently documented to warrant further consideration by the Library Commission. Where a proposal does not appear to meet the criteria of this Policy, or where the proposal lacks sufficient documentation to determine whether it satisfies the criteria, the President shall advise its proponents of the deficiencies and provide a reasonable opportunity for the proponents to supplement the request. The President shall keep the Library Commission advised as to the existence and status of pending naming requests.
3. The President of the Library Commission shall agendaize any proposal that appears to meet the criteria set forth in this Policy on the Library Commission agenda for general discussion and receive public comment at one or more regular or special meetings of the Library Commission. Where the proposal involves a branch library, the President shall schedule a meeting in the branch library facility for which the name is proposed or elsewhere in the neighborhood served by such facility, to obtain direct testimony from members of the public living in the neighborhood of the facility.
4. At any time after obtaining such direct neighborhood testimony, after giving proponents of the name addition and the public an opportunity to be heard, after obtaining direct neighborhood testimony (in the case of branch library proposed name additions), and upon proper notice, the Library Commission shall call for a vote on the issue of whether the proposal meets the criteria set forth in this Policy and whether it is in the public interest to add the proposed name to the geographic name of a specific neighborhood branch library, or to another library facility. The affirmative vote by a majority of the members of the Library Commission shall be required to approve the addition of a person's name to a branch library facility. In all cases involving branch libraries, the geographic name of the facility shall precede the honorific name.
5. The Library Commission shall, either at the time it approves the addition of an honorific name, or in a subsequent meeting, designate the method of display of the name addition, which may be by exterior building signage, interior plaque, or any other means appropriate to the specific site. The party who proposed the name to be added to the geographic name of a branch library or other library facility shall bear all costs associated with adding the honorific name, including staff time and material expenses, unless the Commission finds it in the public interest to waive this requirement in whole or in part.

San Francisco Public Library Commission Policy Manual

Draft Library Facilities Naming Policy

Policy #601

Section: Facilities

Adopted: 2002

It is the policy of the San Francisco Public Library to name libraries according to geographic location and to identify each branch facility with the neighborhood where it is located or the neighborhood it primarily serves. This Policy enables anyone interested in finding a library to easily ascertain its location by its geographic or neighborhood name.

It shall be the general policy of the San Francisco Public Library not to name any library facility for any person, living or deceased. However, in the rare instance where there are reasons so compelling that adding the name of a person to the geographic name of a specific branch library, or to another library facility, may be appropriate, it shall be the policy of the San Francisco Public Library not to name any library facility for any living person, or for any person deceased less than one year. This restriction permits the Library Commission to evaluate the lifetime contributions and accomplishments of a proposed honoree, and protects from making decisions in reaction to transitory or emotional considerations.

The Library Commission shall approve adding the name of a person to the geographic name of a specific branch library, or to another library facility only where:

- the proposed honoree is associated with a myriad of services and had dedicated a substantial amount of energy, time, resources, leadership and volunteer service to improve and benefit the San Francisco Public Library system or the library facility in question. The depth and breadth of the contributions must be obvious and compelling and must reflect a dedication and beneficence to the San Francisco Public Library system or the library facility in question over a great span of time;
- there must be a strong consensus among library users and, in the case of branch libraries, residents of the surrounding neighborhood, to add the name of the proposed honoree to the library facility in question;
- the proposed honoree should reflect the spirit of the San Francisco Public Library's mission of free and equal access to information for all;
- the new name should avoid controversy and not carry the banner of a transitory cause, no matter how worthy, but rather, reflect the tradition and stability of the Library as an institution, and
- it must be in the public interest to approve the proposed name.

In summary, adding the name of a person to a library facility is reserved for the rare individual whose dedication and service to the San Francisco Public Library system or the library facility in question is extraordinary, unique and of the highest quality.

PROCEDURES FOR EVALUATING PROPOSALS TO ADD THE NAME OF A PERSON TO THE
GEOGRAPHIC NAME OF A LIBRARY FACILITY

1. Any member of the Library Commission or member of the public may propose a name to be added to the geographic name of a specific branch library, or to another library facility, by submitting a request in writing to the Library Commission, or by making an oral request during public open time at any regularly scheduled meeting of the Library Commission. The proponents of the name addition must submit thorough and rigorous written research demonstrating that the proposed honoree meets the stringent criteria set forth in this Policy .
2. The President of the Library Commission, in his or her sole discretion, shall determine whether a proposal is sufficiently documented to warrant further consideration by the Library Commission. Where a proposal does not appear to meet the criteria of this Policy, or where the proposal lacks sufficient documentation to determine whether it satisfies the criteria, the President shall advise its proponents of the deficiencies and provide a reasonable opportunity for the proponents to supplement the request. The President shall keep the Library Commission advised as to the existence and status of pending naming requests.
3. The President of the Library Commission shall place any proposal that appears to meet the criteria set forth in this Policy on the Library Commission agenda for general discussion and public comment at one or more regular or special meetings of the Library Commission. Where the proposal involves a branch library, the President shall schedule a meeting in the branch library facility for which the name is proposed or elsewhere in the neighborhood served by such facility, to obtain direct testimony from members of the public living in the neighborhood of the facility.
4. At any time after giving proponents of the name addition and the public an opportunity to be heard, after obtaining direct neighborhood testimony (in the case of branch library proposed name additions), and upon proper notice, the Library Commission shall call for a vote on the issue of whether the proposal meets the criteria set forth in this Policy and whether it is in the public interest to add the proposed name to the geographic name of a neighborhood branch library, or to another library facility. The affirmative vote by a majority of the members of the Library Commission shall be required to approve the addition of a person's name to a library facility. In all cases involving branch libraries, the geographic name of the facility shall precede the honorific name.
5. The Library Commission shall, either at the time it approves the addition of an honorific name, or in a subsequent meeting, designate the method of display of the name addition, which may be by exterior building signage, interior plaque, or any other means appropriate to the specific site. The party who proposed the name to be added to the geographic name of a branch library or other library facility shall bear all costs associated with adding the honorific name, including staff time and material expenses, unless the Commission finds it in the public interest to waive this requirement in whole or in part.



San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

TO: Library Commission

FROM: Paul Underwood *per*
Deputy City Librarian

SUBJECT: Replacement of the Integrated Library
System – Update on process

DATE: May 29, 2002

Background

The San Francisco Public Library issued a Request for Proposal (RFP) for an Integrated Library System on January 2, 2002, with a submission deadline of March 15, 2002. Four vendors provided proposals in response to the RFP.

Evaluation of the vendors' proposals will be completed in several stages. Each stage is being scored separately, with the total number of points available for all stages set at 175.

Evaluation Process

The stages of evaluation are outlined below:

Expert Reader Panels (50 points)

Ten panels comprised of staff members and one representative from another Bay Area public library system, have reviewed and scored designated portions of the application functions described in the vendors' proposals. The panels included: General Functions; Authority Control, Cataloging and Inventory; Acquisitions and Serials; Community Information and Digital Files; Circulation and Homebound; Online Public Access Catalog (OPAC); Blind and Physically Handicapped; Standards; Configuration; and Technical Issues.

Vendor Demonstrations (35 points)

- Staff Input: Each vendor presented their demonstrations of all applications to San Francisco Public Library staff. The demonstrations were held the week of May 20th, 2002. An Expert Demonstration Panel attended the demonstrations and rated the vendors on functionality and usability features. Staff observers, who could attend part or all of the demonstrations, also provided input through the use of an information form. The completed observer forms will not be part of the official scoring, but will serve as information for the Business Review Panel.

- **Public Input:** At the June 4, 2002 Library Commission meeting, a flyer will be available outlining how members of the public will be able to participate in review of the vendors' products. Interested members of the public will be asked to register to become part of the public input process to be held on June 18. Each registered member of the public will be required to complete a Conflict of Interest form prior to being allowed to participate. On June 18th, registered members of the public who have also signed the Conflict of Interest form will be able to review the vendors' products in the Training Room, located on the Fifth Floor of the Main Library. An information form will be available for participants to complete on each vendors product package. Hours of access are 10:00 a.m. to 8:00 p.m. on June 18.

The information forms will be forwarded to the Site Visit Panel as additional input. Points from the public input process will be included with the points of the site visits of the Site Visit Panel. Public input is not incorporated into the 35 points available for this stage (Vendor Demonstrations) for each vendor's demonstration. The 35 points are available only to the Expert Demonstration Panel, comprised of staff.

- Additionally, the library's homepage will have a link available as of June 4 that will allow anyone to access each of the vendors' product packages via the web. No information can be gathered from this feature, as determined by the Office of the City Attorney.

Site Visits (15 points)

The Site Visit Panel, comprised of staff, will visit public libraries that have installed systems of each of the vendors and rate the performance and dependability of the systems. This process is scheduled to be completed by the end of June 2002.

Business Review Panel (50 points)

This panel includes San Francisco Public Library managers and one outside representative (from DTIS). The panel will rate the following items:

▪ Configuration Requirements (response time, transaction load)	20 points
▪ Business Information (experience, customer support, training, technical capacity, qualifications, documentation)	15 points
▪ Implementation Schedule	15 points

Cost/Fee Proposal (25 points)

The vendor that proposes the lowest cost to the city (x) will receive 25 points. The other cost proposals will receive $x/y * 25$ points.

At the end of the evaluation process, the top-rated vendor will be recommended for selection to the Library Commission. It is anticipated that the recommendation will come before the Library Commission in August 2002.



Procedures for Public Records Requests

The San Francisco Public Library has issued these procedures to improve its ability to provide public records under the San Francisco Sunshine Ordinance, SF Administrative Code Chapter 67, and the California Public Records Act, Government Code Section 6250 et seq. These procedures ensure that all persons seeking Library records will receive prompt, accurate and courteous service without disrupting Library staff's other operational duties.

Procedures for Public Records Requests:

- All public records requests shall be directed to the Library's *Sunshine Ordinance Officer* (Main Library, Room 681), who will coordinate the Library's response. Members of the public should not enter nonpublic staff areas or direct a public records request to staff other than the *Sunshine Ordinance Officer* (or in the case of his or her absence, City Librarian Staff).
- Oral requests may be left at the following voice mail number, 557- 4789.
- Written requests may be made on the Library's *Information Request Form* (see back) or by self-drafted inquiry. Requests must include a telephone number or other method for the *Sunshine Ordinance Officer* to contact the requesting party to clarify a request and/or advise the requesting party when records are ready. (The *Information Request Form* is also available online at sflpl.org.)
- Records may ordinarily be reviewed and copies picked up in the Main Library, Room 681, Monday through Friday, from opening of the Main Library (opening times vary) until 4 pm, or by appointment. Requests received after 4 pm will be processed on the following business day.
- Records will be made available for reviewing in a library-designated area. Responsive records will be held for review for 5 business days after the requesting party has been notified (unless other arrangements are made in advance) and will then be returned to the appropriate files or to storage.
- The requesting party will be notified as soon as copies are available. Payment is required before releasing copies of requested records.
- Costs: *Reviewing Documents*: There is no charge to review records; *Copying*: 10 cents per page, 20 cents per page for 2-sided copies, or 1 cent per page for records routinely produced in multiple copies for public distribution. Copies of unusual format records may be obtained at the cost of reproduction; *Recordings*: \$3.00 per videotape or \$1.50 per audiotape; *Postage*: Requesting party shall prepay all postage or delivery costs.



Public Records Request Form

Name: _____

Date: _____

Address: _____

City: _____

Zip: _____

Telephone: _____ Number to be called when documents are available or to clarify request

A request must be one that "reasonably describes an identifiable record or records" (Government Code § 6253).

SUBJECT or ITEM REQUESTED: (Please be as specific as possible)

- ☐ I want to see the record(s). Please call me at the above phone number when the records are ready for viewing.
- ☐ I want copies of the pages in the record(s) that I have marked ('post-its' for single pages or paper clips for multiple consecutive pages).
- ☐ I want the entire record(s) copied.
- ☐ I want the information mailed to the address above.

The cost for copies is 10 cents per page (20 cents per page for 2-sided copies), except for mass produced records. Postage costs are additional.

Payment is required before releasing copies of requested records. Only exact change or checks accepted. Checks should be made payable to: San Francisco Public Library.

FOR OFFICE USE ONLY:

Staff Time: _____

Comments: _____

Date Completed: _____ By: _____

Ready for refiling _____

REVISED SUGGESTED VERSION (WITHOUT RED-LINED TEXT) May 7, 2002

San Francisco Public Library Commission Policy Manual

Branch Names Policy

Policy #601 Section: Facilities Adopted: 2002

It is the policy of the San Francisco Public Library to name libraries according to geographic location and to identify each branch facility with the neighborhood where it is located or the neighborhood it primarily serves. This Policy enables anyone interested in finding a library to easily ascertain its location by its geographic or neighborhood name.

It shall be the policy of the San Francisco Public Library not to name any library for any person, living or deceased. However, there may be reasons so compelling that adding the name of a person to the geographical name of a specific library may be an appropriate honor. In such rare instances, it shall be the policy of the San Francisco Public Library not to name any library for any living person or for any person deceased less than five years.

To be so honored:

- a person must be associated with a myriad of services and have dedicated a substantial amount of energy, time, resources, leadership and volunteer service to improve and benefit the branch library or the San Francisco Public Library system. The depth and breadth of the contributions must be obvious and compelling and must reflect a dedication and beneficence to the branch library or the San Francisco Public Library system over a great span of time;
- there must be a strong consensus among library users and residents of the surrounding neighborhood to name the branch library for the proposed individual;
- the proposed name should reflect the spirit of the San Francisco Public Library's mission of free and equal access to information for all;
- the new name should avoid controversy and not carry the banner of a transitory cause, no matter how worthy, but rather, reflect the tradition and stability of the Library as an institution, and
- it must be in the public interest to approve the proposed name.

In summary, adding the name of a person to a branch library facility is reserved for the rare individual whose dedication and service to the branch library or the San Francisco Public Library system is extraordinary, unique and of the highest quality.

PROCEDURES FOR EVALUATING PROPOSALS TO ADD THE NAME OF A PERSON TO THE GEOGRAPHIC NAME OF A BRANCH LIBRARY

1. Any member of the Library Commission or member of the public may propose a name to be added to the geographic name of a branch library facility by submitting a request in writing to the Library Commission or by making an oral request during public open time at any regularly scheduled meeting of the Library Commission. The proposal must include thorough and rigorous research demonstrating that the proposal meets the stringent criteria set forth in this Policy.
2. The President of the Library Commission, in his or her sole discretion, shall determine whether a proposal is sufficiently documented to warrant further consideration by the Library Commission. Where a proposal does not appear to meet the criteria of this Policy, or where the proposal lacks sufficient documentation to determine whether it satisfies the criteria, the President shall advise its proponents of the deficiencies and provide a reasonable opportunity for the proponents to supplement the request.
3. The President of the Library Commission shall agendaize any proposal that appears to meet the criteria set forth in this Policy for general discussion and receive public comment at one or more regular or special meetings of the Library Commission. The President shall schedule a meeting in the branch library facility for which the name is proposed or elsewhere in the neighborhood served by such facility, to obtain direct testimony from members of the public living in the neighborhood of the facility.
4. At any time after obtaining such direct neighborhood testimony, after giving proponents of the name addition and the public an opportunity to be heard, and upon proper notice, the Library Commission shall call for a vote on the issue of whether the proposal meets the criteria set forth in this Policy and whether it is in the public interest to add the proposed name to the geographic name of a specific branch library facility. The affirmative vote by a majority of the members of the Library Commission shall be required to approve the addition of a person's name to a branch library facility. In all cases the geographic name of the facility shall precede the honorific name.
5. The party who proposed the name to be added to the geographic name of a branch library shall bear all costs associated with adding the honorific name, including staff time and material expenses, unless the Commission finds it in the public interest to waive this requirement in whole or in part.

Bay Area Library and Information System (BALIS)
System Advisory Board (SAB) Report
Tuesday May 7, 2002

To: San Francisco Public Library Commission

From: Deborah Doyle, BALIS SAB Representative

Re: Bay Area Library & Information System (BALIS)
System Advisory Board (SAB) Report
September 2000 – May 2002

I BACKGROUND

A. What is BALIS?

Fact Sheet (attachment 1)
Programs and Services
Authority and Funding
Structure/Organization Chart (attachment 2)

B. What is the SAB?

Each CLSA Cooperative Library System has an Advisory Board. Its board members are appointed by each member jurisdiction within the System and represent public users within the System service area. A System Advisory Board does not administer the programs of the Act; rather its role is to advise. The intent of this program is to encourage citizen participation in the development of CLSA programs; it offers an opportunity for lay SAB members to give advice and assistance to the System Administrative Council.

II. PURPOSE & DUTIES

A. Purpose: The System Advisory Board is to provide a means for effective communication between the Administrative Council and its system service area, and to help ensure that library services provided by each System respond appropriately to the needs of its residents.

B. Duties: The duties of the System Advisory Board include but are not limited to:

1. Assisting the Administrative Council in developing the system plan of service.
2. Advising the Administrative Council on the needs for services and programs.
3. Assisting in the evaluation of services provided by the system.
4. Establishing and maintaining communication with the BALIS Administrative Council.

C. System Plan of Service

1. BALIS 2001/2002 (attachment 3)
2. SAB 2001/2002 (attachment 4)



III. SAB MEMBERS

A. Appointment Process

1. The governing body of the member jurisdiction makes appointment (SF Board of Supervisors)
2. The appointing jurisdiction shall ensure that appointment represents the public at large and of the underserved residents in the system service area.
3. The term of an appointment is two years; member may serve no more than two consecutive terms.

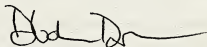
B. Composition: Of the current membership, five are Commissioners and two serve on the board of a library support organization within the jurisdiction.

Alameda City: Lynda Olson
Alameda County: Eddie Jo Mack
Berkeley: (Appointment pending)
Contra Costa: Betty Weibert
Hayward: Evelyn Gertler
Livermore: Kristen Montan, Chair)
Oakland: Victoria Kelly
Pleasanton: Joan Leighty
San Francisco: Deborah Doyle

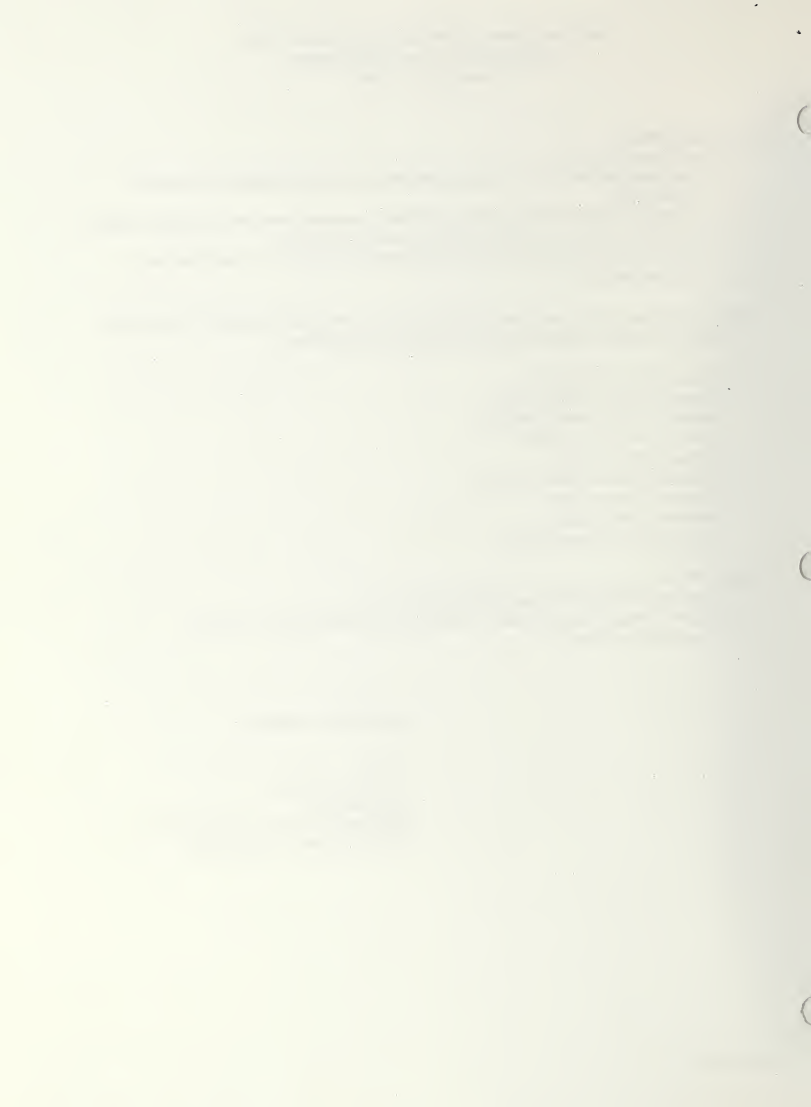
IV MEETINGS

- A. Legal Requirement: Minimum of four times a year
- B. General Practice: Bimonthly, one of which is a joint meeting with the BALIS Administrative Council.

Respectfully submitted,



Deborah Doyle
San Francisco System Representative
BALIS System Advisory Board



BAY AREA LIBRARY & INFORMATION SYSTEM

25 Tower Road • San Mateo, California 94402-4000 • Administration (650) 349-5538 • Fax (650) 349-5089 • Reference (408) 294-2345 • Reference fax (408) 295-7388

Fact Sheet

What is BALIS?

BALIS is an organization of public libraries created to enhance local library and information services through cooperative resource sharing. It is one of fifteen such cooperatives in California which are helping their members share the resources to better serve library users. The BALIS service area covers three counties: Alameda, Contra Costa and San Francisco, with a combined population of approximately three million.

The member libraries of BALIS are:

Alameda Free Library
Alameda County Library
Berkeley Public Library
Contra Costa County Library
Hayward Public Library

Livermore Public Library
Oakland Public Library
Richmond Public Library
San Francisco Public Library

What programs and services does BALIS provide?

The Reference Center provides reference services to libraries, as well as directories, location tools and reference sources for member libraries.

BALIS helps coordinate an interlibrary loan (ILL) network by which members can share books and materials, greatly expanding the resources available to local library users. BALIS also provides delivery for materials exchanged through the ILL network.

BALIS offers continuing education and staff development activities for library staffs.

BALIS is the vehicle for member libraries to identify and address issues of common concern. BALIS seeks funds and coordinates collaborative processes which maintain each member library's ability to design programs that best serve local needs. Examples of successful projects include long-range planning for member libraries, internet-search training for library personnel, youth-at-risk service planning for member libraries, purchasing services for ethnic materials collection development. BALIS libraries are currently involved in an Automated Catalog Linking project.

How is BALIS organized?

Established under authority of the California Library Services Act (CLSA), BALIS is a public entity. It is governed by an Administrative Council made up of the nine member library directors.

Lay representatives from each member jurisdiction serve on BALIS's System Advisory Board. The SAB assists the Administrative Council in developing the system annual plan of service; advises the Council on the need for services and programs; and assists in evaluating the system's services.

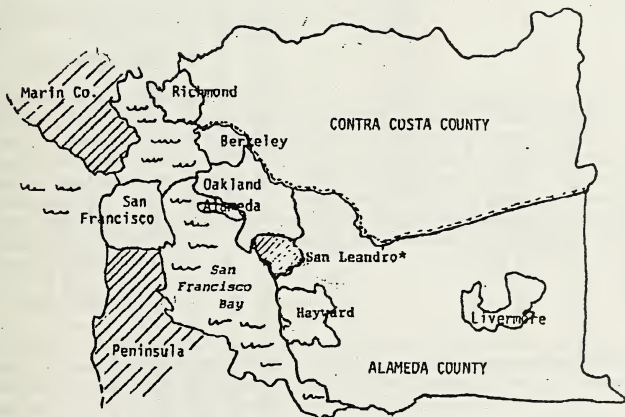
BALIS has four committees and four forums, composed of representatives from the member libraries. The standing committees are Children's Services, Public Information, Reference, and Staff Development. The forums meet quarterly to discuss issues relating to Collection Development, Interlibrary Loan, Senior Services, and Teen Services.

In July 1996, BALIS, Peninsula Library System (PLS) and Silicon Valley Library System (SVLS) entered into an agreement to share administrative and reference staff. The administrative office is located in San Mateo while the main Reference Center is in San Jose, with a branch in San Francisco.

How is BALIS funded?

State, federal and local sources provide funding for BALIS operations. In addition, federal agencies and the private sector often provide special program and planning grants.

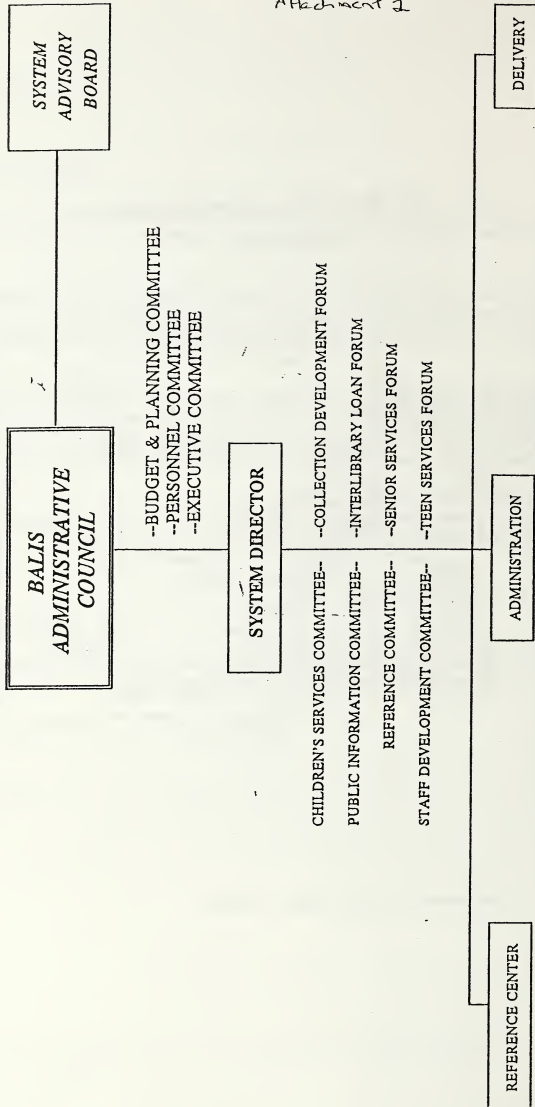
BAY AREA LIBRARY & INFORMATION SYSTEM
SERVICE AREA



*San Leandro is not a member of BALIS.

BALIS ORGANIZATIONAL CHART

As of July 1, 1997



CALIFORNIA LIBRARY SERVICES ACT
System Plan of Service, FY 2001/2002
Description of the System Service Area

1. System Name

Bay Area Library and Information System (BALIS)

2. Population Profile

See the following chart: System Population Profile 2001/2002

3. Users and Non-Users

Last year the Bay Area Library and Information System, the Peninsula Library System, and the Silicon Valley Library System were participants in an LSTA project, "The Millennium Library Survey." This survey included 1,000 Bay Area residents to determine who used libraries, why they used libraries, and perceptions of libraries. It also asked specifics on why people did not use libraries and why they used the Internet and popular bookstores rather than libraries. Armed with this information, the libraries in BALIS can begin locally to address some of the issues identified by survey participants. The needs assessment of non-English language continues to be used by individual libraries to make decisions about adding resources to language collections for residents in their communities.

4. Information Needs

The BALIS Administrative Council and staff rely on system committees and forums to help determine information needs of BALIS library users. These committees are comprised of staff in member libraries with interest and expertise in the committees on which they serve. The standing committees are: Reference, Children's Services, and Public Information.

The Reference Committee is actively engaged in evaluating and selecting databases for system purchase. BALIS as a consortium licenses the following: Health Resource Center, Business Resource Center, National News Index, Magazine Index, Academic ASAP, INFORME, plus a choice of three other resource centers. They will continue to purchase from Gale Group in 2001/02. They will also conduct trials of databases which they consider will add value to local library services.

The Reference Committee actively participated in the reorganization of the BALIS Reference Center and continues to advise and assist with the ongoing development of the operations of the combined Reference Center. BALIS reference librarians participate annually in the Effective Reference Performance training. The ERP is an accepted activity to keep current with the skill set that is needed to provide excellence in reference service. In 2001 ERP training will be offered to all Golden Gateway Library Network members with an emphasis on digital reference. This year

the System Reference Center initiated digital reference with BALIS, PLS, and SVLS libraries. Staff from BALIS libraries were among the first trained to use the software and are actively participating in the trial of the QandAcafe. Pleasanton, a BALIS member, will be one of the next two libraries to "go live." This project has now expanded from a three-system project to include members of the Golden Gateway Library Network.

The Children's Services Committee is working to strengthen the service program for children in the system area through workshops and developing reading lists of high quality for children. The workshops presented by this committee are always current and popular. This committee develops at least one workshop on a timely topic for children's librarians. They also share resources for summer reading programs as well as any other appropriate projects or programs. This year they had a workshop, "Jumping With Joy," using music and movement with preschoolers. The presenter was a children's dance and music teacher. The committee continues to focus on working with schools and community-based agencies.

BALIS has long had an ongoing interest in public relations and an active Public Relations Committee. They maintain contacts with local media and each year update the media directory. The committee coordinates PSAs during National Library Week with a Bay Area radio station reminding the public to use libraries throughout the year. They also do PSAs for the summer reading program, Children's Book Week, and other activities throughout the year. A BALIS LSTA grant initiated the KPIX (CBS television affiliation in the Bay Area) summer reading spots that continue to be produced each spring using KPIX on-air personalities. KPIX values this partnership with Bay Area libraries to encourage summer reading. The BALIS system-wide bookmark has increased awareness and become a consistently used resource for people using libraries in Alameda, Contra Costa, and San Francisco Counties.

Some of the BALIS committees have transitioned into forums. Specifically: Collection Development, Teen Services, and Interlibrary Loan. A forum meets to discuss topics of mutual interest but does not meet on a regular schedule or develop a plan of service. This allows for valuable exchange of information and interest without the pressure of committee responsibility. The Teen Services forum continues to sponsor successful workshops. This year their workshop topic was "Who Needs Better Reference-TEENS." These annual workshops are always well attended.

Two of BALIS' former LSTA projects have found new sources of revenue this year. JobStar, a Web site for job seekers, will be relocated from a server at PLS/PLAN to a server at Library Systems and Services (LSSI). LSSI will maintain the information and work with its creator, Mary-Ellen Mort, to build more regional job sites. Since BALIS owns the domain name and the trademark, the system will receive revenue for each new site built. BALIS also receives revenue from Wall Street Journal as long as it continues to co-brand with JobStar.

"Hold Them in Your Heart," a 2000 Neal-Schuman publication, is based on a BALIS "Youth at Risk" project. It updates and expands the information in the BALIS publication.

The BALIS Staff Development Committee merged with the PLS/SVLS Staff Development Committee to develop and coordinate workshops with various systems' committees. This committee now includes staff from North Bay and MOBAC libraries. The committee sponsors the support staff workshop. It is self-supporting and attracts participants from the entire region. In 2001 it will be held at Sun Microsystems, involving staff from many non-public libraries. The BALIS Council is very committed to staff training and has identified it as a "core" system service. The Council supports all system training programs and encourages staff to utilize training opportunities.

The System Advisory Board has become actively interested in library planning and advocacy. Last year the SAB hosted its annual dinner with the Administrative Council and invited Richard Hall, Facilities Consultant at the California State Library, to speak on the process for rule-making by the California Public Library Construction and Renovation Board and the exciting prospects offered by the passage of Proposition 14. This year the joint dinner speaker will be Jane Light, Director, San Jose Public Library, discussing the joint library project with San Jose State University.

The BALIS Administrative Council continues to plan for the system's future. In 1994/95 BALIS contracted with Peninsula Library System for administrative services. In 1995/96 the Office Manager position for BALIS, PLS, and SVLS was staffed by a BALIS employee. In 1996/97 the administrative office serving BALIS, Peninsula, and Silicon Valley Library Systems merged, and BALIS became a full partner in system administration. In December 1996 a salary survey of BALIS, PLS, and SVLS was completed. This study analyzed salaries and benefits and made recommendations to achieve equity among employees of the three systems. The Administrative Council accepted these recommendations, and, in order to facilitate their implementation, all BALIS employees became PLS employees in July 1997. This stabilized the administrative structure and provides a cost-effective cooperative model. Last year MOBAC began contracting with PLS, and this year PLS will also administer the activities of the Golden Gateway Library Network. These contracts reduce BALIS's administration and reference costs.

In a system with diverse communities and needs, it is important to be familiar not only with the resources available in public libraries, but also academic, school, and special libraries. For over fifteen years, BALIS has had a close relationship with BAYNET, an affiliate organization of multitype libraries in the broadly defined system region. A member of the BALIS Administrative Council regularly attends BAYNET meetings. All of the BALIS libraries are charter members of the Golden Gateway Library Network and understand the need for cooperative sharing of resources and services.

A Technology Planning Team for the network with representatives from BALIS, MOBAC, PLS, and SVLS was expanded to include the North Bay. They worked together on a resource-sharing initiative to clarify the best technology/ies to link the resources of the region. BALIS has a group of public libraries that will join Link Plus, an academic library consortium in Southern California using Innovative Interfaces INN Reach software. This will begin a network for sharing of resources between BALIS libraries and the libraries outside the region.

Libraries in SVLS that use Innovative Interfaces are also interested in investigating participation in Link Plus. The question remains, what is the best solution for sharing resources among all of the libraries in the region. BALIS and its partner systems, PLS and SVLS, are all interested in the development and provision of regional services that will provide broad access to the rich resources within the Golden Gateway Library Network. This advances the collaborative goal of the three systems to provide library service that appears seamless to the user.

v:\mydocs\BALIS\POS\01-02 DSSA

Name of System: BALIS

PLAN OF SERVICE 2001/2002
CLSA System Reference Program, Component:
Improvement of Reference Services to the Underserved
(5 Calif. Admin. Code Sec. 20156)

1. What underserved group(s) were identified during the current fiscal year for improvement of reference services?

- a. African American, Asian, Latino
- b. Speakers of limited English or English as a Second Language

2a. What potential services were identified at the System level for the improvement of reference service to these underserved groups?

- a. Subscription to a database of materials in Spanish.
- b. The creation of reference and referral tools and procedures to assist more effective referral of Spanish and Asian language user questions among the member libraries.
- c. Training staff to address the needs of people of other cultures to make the library a more comfortable environment.
- d. Recruitment of minority and children's librarians.
- e. Assistance with identification, location, selection, acquisition and cataloging of foreign language materials for ethnic populations, especially Asian and Latino.
- f. Development of multi-lingual, self-help public information materials for the ethnic underserved.

2b. Which of these services was evaluated as achievable and beneficial for the improvement of reference services to the underserved?

Identification and production of specialized materials and bibliographies, subscription to a Spanish-language database, staff development activities, and coordinated publicity were evaluated as being achievable.

3. Based on the above, what service specification(s) are adopted for the coming fiscal year?

- a. The BALIS libraries are now subscribing to the Informé database. This year the Reference Committee will develop a plan for the publicity of this useful Spanish-language database.

b. To participate with the five-system staff development committee to plan and support types of staff development that will enable BALIS libraries to improve service to designated underserved groups.

c. The BALIS Reference Committee has determined that they will work this year to identify and evaluate for consortium purchase databases that serve ethnic and minority communities.

4. What performance objective(s) are adopted and why did you choose them?

a. The Public Information Committee will maintain its Bay Area media list to include media outlets that will reach a multicultural audience.

b. The Reference Committee will develop a publicity plan that will be used to publicize the Informé Spanish-language database. This database is available in all of the BALIS member libraries.

c. Staff from various BALIS member libraries will participate in the five-system staff development committee. This year the committee intends to survey all staff members regarding training needs. The results of this survey will be the basis of training programs for the next few years.

d. The Reference committee will identify and evaluate new databases, which will help them fulfill their goal of providing databases that have a focus on the informational needs of specific ethnic and minority communities. The 2000 Census has highlighted the multi-ethnic nature of the BALIS service area, and the committee will address these needs.

5. Describe briefly the methods to be used in providing this(ese) service(s) and the principal resources to be used. Indicate system and member library staff involved. System staff will assist in any planning, coordination or implementation of multicultural events. BALIS committees will provide the support for the public relations and teen and adult services projects.

5a. Amount of System Reference allocation budgeted for this component (5 Calif. Admin. code Sec. 20156(c):

The majority of services to the underserved are supported with local funds and in-kind contributions from staff in member libraries. Up to \$5,000 of CLSA funds will support the effort to provide system service to the underserved.

6. What evidence of benefit will be provided, and how will it be gathered?

Increased usage statistics for Informé will determine whether or not the publicity effort has been successful. For coordinated reference projects planning and development, the committees, task forces and Council informally evaluate the benefit of the activities in consideration of in-kind time spent in committee meetings and assignments.

Name of System: BALIS

PLAN OF SERVICE 2001/2002
CLSA System Reference Program, Component:
General Improvement of Local Reference Service
(5 Calif. Admin. Code Sec. 20155)

1. Service specification(s) adopted:

Local patrons will be better served because:

- a. Staff will be made aware of collection strengths in each local library.
- b. Staff development/training opportunities in reference awareness, materials, and usage will be provided to member library reference staff.
- c. Communication among member library reference staff will be coordinated and facilitated.
- d. Public awareness of reference services will be increased through appropriately coordinated public information products and activities.
- e. Support for Internet use and training will be continued by means of training events sponsored by the Reference Committee.

2. Performance objective(s) adopted:

- a. Three BALIS-wide library service committees (Reference, Children's Services and Staff Development) will meet bi-monthly or quarterly to discuss service issues of mutual concern and to plan for cooperative activities, products, and workshops. Three BALIS-wide forums (Teen Services, Senior Services and Public Information) will meet as many as four times a year to focus discussion on service issues of mutual concern.
- b. The Reference Center will continue to be located in two locations. The primary location is , in the San Jose Public library with a branch location in San Francisco Public Library. Reference Center staff will continue to provide orientation to local librarians through personal appearances, tours, demonstrations, memos and articles in the newsletter, SEARCH.
- c. The BALIS Reference Committee will explore ways, with PLS and SVLS Reference Committees, to expand reference services and resources. The BALIS Reference Committee will communicate regularly with the SVLS and PLS Reference Committees through the exchange of committee minutes. They will also invite librarians from the other systems to attend the workshops and programs where reference services, especially those related to electronic resources, will be discussed or demonstrated. They will participate, together with the other systems, in the review, evaluation and recommendation of electronic information sources

for consortium purchase. Local librarians receive SEARCH, the BALIS/SVLS/PLS newsletter, and will contribute articles, book reviews and library news to it.

d. The Reference Committee will review, evaluate and recommend electronic information sources for the BALIS consortium

e. The Reference Committee will identify staff training needs in the reference area and encourage and support staff participation in Effective Reference Performance training.

f. The reference staffs from the BALIS libraries will participate in the System Reference Center's listserv, which will be used for sharing problems/solutions and information among BALIS/PLS/SVLS member libraries.

g. The Reference Committee will provide updated information to produce the BALIS Union List of Periodicals, 2001 edition.

h. At their bi-monthly meetings, the committee will schedule forum discussions to address specific topics of interest and concern to reference staff. Other expert staff may attend.

i. The committee will encourage participation of individual libraries in the QandAcafe, our new virtual reference desk service.

3. Reason(s) for choosing 1. and 2. above:

Services and objectives have been selected on the basis of an analysis of system needs. The needs are evaluated each year first by the appropriate system committee, the Reference Center, and by the BALIS Administrative Council.

System-wide forums and workshops have supplemented local library staff training, especially Internet training, and forums for the discussion of strategies for addressing public service to promote a better-informed library staff.

4. What would the service described above be without this component? State in the same terms as the performance objectives above.

a. System-wide and area wide staff awareness of local libraries' collection strengths would not be provided to member library staff.

b. System-wide staff development/targeted training to improve local reference would not be provided to member library staff.

c. System-wide communication would be substantially diminished.

d. Members of the public would not have access to a new service which allows them to ask questions and receive live, online responses from the library from their home or office computers.

5. One-paragraph description of the methods to be used in providing this component, and the principal resources to be used. Indicate system and member library staff involved.

The staff of the BALIS member libraries will be actively involved in the process of better serving local patrons. They are the committee members and staff who meet, share and develop strategies that result in the provision of better local reference service. The staff of the Reference Center provides assistance to the efforts of the member libraries.

6. What evidence of benefit will be provided, and how will it be gathered?

a. There will be a formal evaluation of the System Reference Center and an examination of the services that will assist the librarians provide the best patron service. Informal evaluations were done in the last fiscal year, but changes in reference service throughout the area warrant a more extensive study of reference trends and changes to be made.

b. Workshop participants will be asked to evaluate their training.

Name of System: BALIS

PLAN OF SERVICE 2001/2002
CLSA System Reference Program, Component:
Interlibrary Reference
(5 Calif. Admin. Code Sec. 20157)

1. Service specification(s) adopted: (NB: Systems may adopt additional specifications; if so, list them.)

- a. The highest possible percentage of questions shall be answered.
- b. The answers shall be delivered to the user within an acceptable time period.
- c. Answers shall meet the user's need in terms of amount, format, language, and accuracy of information.
- d. Specifications a-b should be carried out at the lowest possible cost.

2. Performance objective(s) adopted: (Systems may adopt higher or additional objectives; if so, state them. Minimum specifications are set in Admin. Code 20157(b).)

- a. Answers shall be provided for 90% of all questions referred from member libraries.
- b. 70% of answers shall be returned to the originating member library within 10 working days of the question having been transmitted by that library into the System's reference referral structure.
- c. No separate objective set as of April 1, 1983.

3. Reason(s) for choosing 1. and 2. above (only if System has adopted specifications and/or performance objectives in addition to those listed in 1. and 2. above):

Specifications are as adopted by the California Library Services Board (CLSB) and the CEO of the CLSB.

4. What would the service described above be without this component? State in the same terms as the performance objectives above.

Queries unanswered at the local library level because of lack of time, resources, or expertise would remain unanswered with unknown economic, political and/or social consequences to the inquirer.

5. One-paragraph description of the methods used in providing this component, and the principal resources to be used. Indicate system and member library staff involved.

System staff funded through local funds and CLSA Reference Service monies will be primarily responsible for performing the activities necessary to achieve the objectives listed above and to coordinate efforts as necessary with the reference staff of local member libraries to insure the highest possible fulfillment in the shortest amount of time, and in the most cost efficient manner. BALIS shares a reference center with Peninsula Library System and Silicon Valley Library System. The main reference center is located at San Jose Public Library and the branch center is at San Francisco Public Library. Use of the Oakland Public Library collections as well as San Jose State University Library and Stanford University Libraries will continue.

6. What evidence of benefit will be provided, and how will it be gathered?

Evidence of benefit will be in the degree of use and in the description of what difference the service has made to those for whom it is intended. This information will be gathered through various means, which can include tallies, evaluations, surveys, and interviews. Staff will also continue to document the subject nature of referred questions.

SYSTEM NAME: Bay Area Library & Information System

(a) Personnel (Attach job descriptions only if changed significantly from previous year.)				(b) Materials
Classification	FTE/No. of Positions	Salary	Benefits	Total
_____	/	\$ _____	\$ _____	\$ _____
_____	/	_____	_____	\$ _____
_____	/	_____	_____	\$ _____
_____	/	_____	_____	\$ _____
_____	/	_____	_____	\$ _____
Total	/	\$ _____	\$ _____	\$ _____

(c) Operations	(d) Capital Outlay
1. Office Supplies	Equipment (specify) _____
2. Travel	_____
3. Indirect Costs/Fiscal Agent Fee (attach description of services received) Do Not Include System Indirect (p.c.&c)	_____
4. Contract Services (specify) PLS Reference	_____
5. Duplication/Photocopy	_____
6. Other: (specify) _____	_____
Total:	\$ 101,108

(b) Materials	Total:
Library Materials:	\$ _____
Contract Services:	\$ _____
- On-line Reference Services*	\$ _____
- Lease materials	\$ _____
- Other:	\$ _____
Total:	\$ _____

*Please specify: _____

(d) Capital Outlay	Total:
Equipment (specify) _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Equipment Replacement Revolving Fund	\$ _____
Total:	\$ _____

What \$ amount of the total reference allocation will be used to improve reference services to the underserved? (same as line 5a. on POS narrative)

Total of a, b, c, d: \$ 101,108

CALIFORNIA LIBRARY SERVICES ACT

ESTIMATED WORKLOAD

BALIS

Reference Program, FY 2001/02

BALIS	For questions referred to system by:			
What is the estimated number of answers found by your System reference structure	(1) Member Public Libraries	(2) Non-public Libraries in State	(3) Other Public Libraries or Systems	(4) Total
	480	0	0	480

Estimated Number of Reference Questions Received Locally by Member Libraries: 3,400,000

Estimate Total Number of Reference Questions Handled by your System Reference Program: 480

Estimated Total Number of Training Events to be Presented: 4

Estimated Total Number of Local Staff to be Trained: 200

CALIFORNIA LIBRARY SERVICES ACT
System Plan of Service, FY 2001/02
Communications and Delivery Program

1. System Name

Bay Area Library & Information System

2. Performance Objectives

- A. 95% of intrasystem messages will be received by addressees within 24 hours.
- B. 90% of items sent by intrasystem delivery will be delivered within two to four working days.

3. Equipment Replacement Planning

BALIS has established a reserve fund to be used as needed. Equipment replacement will be charged to this reserve fund. The balance for equipment reserve is \$49,812.

4. Inventory of Available Resources

- A. At Systems' office and reference center:
All members of BALIS, UC Berkeley, Sutro, and CSU Hayward have fax machines and PCs with modems to facilitate inter/intra system messages and ILL requests, thereby meeting the requirement of Performance Objective A.
- B. Delivery Services
BALIS contracts with Shotgun Delivery for BALIS delivery, which delivers to the nine BALIS libraries, UC Berkeley, Sutro, CSU Hayward, San Francisco State University, and Peninsula Library System with connections to Silicon Valley Library System (SVLS) and North Bay Cooperative Library System (NBCLS).
- C. Internet Service
All staff at the Systems' administrative office have access to internet and e-mail through Peninsula Library System - 4CNet. Reference staff of the shared reference centers (in San Francisco and San Jose) have access through Netcom and Mindspring.

5. Plan of Action

- A. BALIS has contracted with Shotgun Delivery since November 28, 1994, and has been well served by the courier service.

- B. BALIS will participate in intersystem delivery with Peninsula Library System and through PLS to SVLS and through SVLS to MOBAC. The BALIS delivery meets NBCLS delivery through a connection at Richmond Public Library.
- C. BALIS will monitor communications and delivery services semi-annually.
- D. BALIS will monitor the configuration of intrasystem communications equipment and software for efficiency and efficacy of use. The BALIS libraries are currently exploring software applications that will permit remote access to member libraries' catalogs.
- E. The delivery courier will provide statistics quarterly. The driver will count items for one week each quarter and then submit them to the Delivery Coordinator, who will tabulate the statistics and project yearly totals for the system.

6. User Benefit Expected

With the intrasystem communications and delivery services, library users have rapid access to information and materials to meet their needs, through access to the entire system's resources. System libraries are able to spend more time on direct public service while local tax dollars are better utilized for service delivery. Due to telecommunications systems and protocols, the aggregate costs for communications among the libraries are less because of the System's coordination and use of rapid telecommunications devices.

Without the benefit of this technology, each user would be limited to the resources of his or her local library, be it large or small, since few are able to use personal time and transportation to utilize other libraries.

7. Related Non-CLSA Activities

BALIS provides delivery service to the following non-public libraries: Sutro, University of California at Berkeley, CSU Hayward, and San Francisco State University.

BALIS is continuing to participate in the SVLS WebZ project. Currently, Alameda County Library (including Pleasanton Public Library's holdings), Contra Costa County Library, San Francisco Public Library, and Livermore Public Library are participating in the project. San Francisco Public Library's holdings will continue to be refined to display properly in the linked catalog, and Livermore Public Library's DRA Index will display for the first time. In the next year, we have the goal of adding the other BALIS libraries with Z39.50 server software installed, including Hayward Public Library, Alameda Free Library, Berkeley Public Library, and Oakland Public Library.

Several BALIS members (Alameda County Library, Hayward Public Library and Pleasanton Public Library) will be joining the California State Universities Link+ system. Using the Inn-Reach software from Innovative Interfaces, Inc., members will be adding their catalogs to a

virtual union catalog which will be accessible to library patrons at other Link+ libraries. Patrons at remote locations will be able to use the Inn-Reach software to request library materials from any other Link+ participant. This partnership with the California State Universities is a unique opportunity to demonstrate multi-type library resource-sharing and delivery mechanisms as envisioned by the Library of California.

In addition to SVLSWebZ and Link+, BALIS members will continue to participate in technology projects for the Golden Gateway Library Network (Region II of the Library of California), including Z39.50, resource-sharing and other telecommunications activities in the region.

8. Evaluation

- A. BALIS will measure the quantitative and cost aspects of communications and delivery services through semi-annual and annual statistical reports.
- B. The BALIS Delivery Coordinator will measure the qualitative aspects of delivery through input from the member library delivery staff and the interlibrary loan units.
- C. Periodic samplings of both programs will be made to measure whether service objectives are being met.

Personnel (Attach job descriptions only if changed significantly from previous year.)

Classification	FTE No. of Positions	Salary	Benefits	Total
_____	/	\$ _____	\$ _____	\$ _____
_____	/	_____	_____	_____
_____	/	_____	_____	_____
_____	/	_____	_____	_____
_____	/	_____	_____	_____
_____	/	_____	_____	_____
Total	/	\$ _____	\$ _____	\$ _____

NOT APPLICABLE

(c) Operations

1. Office Supplies

2. Travel

3. Indirect Costs/Fiscal Agent Fee (attach description of services received) Do Not Include System Indirect (p.c.&c)

4. Contract Services (specify) (Delivery partial)

5. Duplication/Photocopy

6. Telecommunications

7. Other: (specify)

Total:

\$ 48,918

(d) Capital Outlay
Equipment (specify)

Equipment Replacement Revolving Fund

Total:

\$ _____

(e)

Anticipated Current (2000/01) Year-end Balance, Equipment Revolving Fund

\$ 49,812

Total of a,c,d: \$ 48,918

CALIFORNIA LIBRARY SERVICES ACT

ESTIMATED WORKLOAD

Communications Program, FY 2001/02

What is the estimated number of messages sent by each communication device listed below, on an annual basis?	<u>Estimated Number of Messages</u>	
	Between System Members	To Other than System Members
Telephone	4,608	1,075
Telefacsimile	1,100	623
Electronic Mail (other than thru Internet)	Unable to determine	Unable to determine
Internet (include e-mail thru Internet)	Unable to determine	Unable to determine
Other (Specify)	0	0
Total	5,708	1,698

CALIFORNIA LIBRARY SERVICES ACT

ESTIMATED WORKLOAD

Intrasystem Delivery Program, FY 2001/02

Items sent by:	Items delivered to:		
	System Member Public Libraries	Non-public Libraries in System Area	TOTAL
1. System member public library.	22,570	4,100	26,670
2. Non-public libraries in System area	9,500	0	9,500
TOTAL	32,070	4,100	36,170
		System Owned	Contracted Vendor
3. Number of delivery vehicles.			1
4. Frequency/schedule of delivery service.			See attached schedule
5. Percentage of items to be delivered:			
U.S. Mail <u>1%</u> UPS <u>1%</u> System Van <u> </u> Contracted Van <u>90%</u> Other <u>8%</u> (fax)			

BALIS Delivery Schedule
Effective April 3, 2000
Courier: Shotgun Delivery

Monday	Tuesday	Wednesday	Thursday	Friday
BALIS/PLS/ SVLS Admin. & PLS	ACO	BALIS/PLS/ SVLS Admin. & PLS	ACO	BALIS/PLS/ SVLS Admin. & PLS
Sutro	CSU- Hayward	Sutro	CSU-Hayward	Sutro
		SFSL		
BALIS/PLS/ SVLS Ref.(3rd floor SFPL) & SFPL	LPL	BALIS/PLS/ SVLS Ref. (3rd floor SFPL) & SFPL	LPL	BALIS/PLS/ SVLS Ref.(3rd floor SFPL) & SFPL
RPL	CCO	RPL	CCO	RPL
BPL	PPL	BPL	PPL	BPL
OPL		UC Berkeley		UC Berkeley
ACI		OPL		OPL
HPL		ACI		ACI
		HPL		HPL
				ACO

BALIS Members

ACI: Mon/Wed/Fri
ACO: Tues/Thurs/Fri
BPL: Mon/Wed/Fri
CCO: Tues/Thurs
HPL: Mon/Wed/Fri
LPL: Tues/Thurs
OPL: Mon/Wed/Fri
PPL: Tues/Thurs
RPL: Mon/Wed/Fri
SFPL: Mon/Wed/Fri
BALIS/PLS/SVLS Administration: Mon/Wed/Fri
BALIS/PLS/SVLS Reference at SFPL: Mon/Wed/Fri

Other

CSU-Hayward: Tues/Thurs
Sutro: Mon/Wed/Fri
UC Berkeley: Wed/Fri
SFSL: Wed.

CALIFORNIA LIBRARY SERVICES ACT
System Plan of Service, FY 2001/2002
System Advisory Board Program

1. System Name

Bay Area Library & Information System

2. Objectives

The System Advisory Board advises the Administrative Council and staff about system programs and acts as a communications channel for the local library.

A. Meetings

1. An orientation will be held in September for new and continuing members.
2. One or more Administrative Council members will attend each SAB meeting.
3. At least 50% of the SAB members will attend workshops appropriate to serving as a Board member.
4. All SAB members will have the opportunity to attend local BALIS workshops.
5. At least one SAB member will attend the California Library Association in 2001.

B. Meeting Content

1. Provide opportunities for ongoing self-education through topical meetings, including:
 - a. Library of California and Golden Gateway Library Network
 - b. State legislative initiatives
2. Explore partnerships for developing future activities or programs.
3. Include time for SAB members to ask questions and/or exchange information about system services.
4. Schedule a dinner meeting with a speaker on a mutually agreed-upon topic with the SAB members from PLS and SVLS.
5. Schedule a dinner with the Administrative Council with a speaker on a current library issue.

C. Legislative Activities

1. Consider methods for building links with local, state, and federal legislators in order to raise awareness of the local system and libraries throughout the state.

2. Serve as a public relations representative for local libraries.
3. Attend CLA Legislative Day or contact representatives at home office.

D. Planning and Evaluation

1. Participate in planning and evaluation of SAB objectives for FY 2001/02.
2. Evaluate activities for the year and make recommendations as appropriate.
3. Review the system annual Plan of Service and make recommendations to the Administrative Council.

3. Inventory of Available Resources

- A. Orientations and presentations on system programs at SAB meetings
- B. System Advisory Board manual
- C. Access to meeting rooms
- D. Secretarial services
- E. BALIS Administrative Council agenda and minutes
- F. CLA Newsletter
- G. State Library Newsletter
- H. Friends and Foundations of California Libraries Newsletter
- I. CALTAC Newsletter
- J. CALTAC Workshops
- K. Administrative Council's expertise in working with citizen boards
- L. The experience of SAB members who have served as friends of libraries, members of library boards, and participants in other community activities
- M. Mailings from other systems (PLS and SVLS)

4. Plan of Action

Time	Activity
Ongoing	System Administration staff sends copies of newsletters, memos, Council minutes and agendas, workshop announcements, and other information to SAB members.
August	System Director and staff update orientation materials as necessary.
September	SAB orientation program and review session
November	Regular SAB meeting CLA Conference

January	Regular SAB meeting
March	Joint SAB meeting with PLS and SVLS Develop SAB Plan of Service
May	Review and approve Plan of Service for next fiscal year. Conduct self-evaluation for concluding fiscal year. Elect new Chair.
Spring	Joint annual dinner with the Administrative Council and/or with PLS/SVLS SABs. Appoint Nominating Committee.

5. User Benefits Expected

- A. Citizens' advice to BALIS Administrative Council on current and future programs.
- B. Improved communication to and from local libraries and library user community.
- C. Increased awareness of library issues and library needs in general, and BALIS issues and needs specifically.

6. Evaluation

Objectives are evaluated by keeping records of attendance at SAB and other meetings and by reviewing the agenda and minutes of SAB meetings. The SAB also conducts a self-evaluation at its last meeting of the fiscal year by discussing their activities, the impact of these activities, and their feelings about serving on the System Advisory Board.

7. Related Non-CLSA Activities

The SAB is kept informed of the System's activities which are not part of CLSA and is asked for input regarding these programs.

(D) SYSTEM ADVISORY BOARD (Section 18747b-18750)

SYSTEM NAME Bay Area Library & Information System

(a)	(b)	(c)	(d)
Personnel	<u>Materials</u>	NOT APPLICABLE	NOT APPLICABLE
Operations	<u>Capital Outlay</u>	1. Office Supplies \$ _____ 2. Travel _____ 3. Indirect Costs/Fiscal Agent Fee (attach description of services received) Do Not Include System Indirect (p.c.&e) _____ 7. Other: (specify) _____ <u>Support program activities</u> 539 _____ _____	NOT APPLICABLE
Total:	Total of c: \$ 539		

DRAFT



San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.

JUL 25 2002

SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, June 4, 2002

The San Francisco Public Library Commission held its regular meeting on Tuesday, June 4, 2002 in the Koret Auditorium, Main Library.

President Higuera called the meeting to order at 4:08PM.

The following members were noted present: Commissioners Bautista, Higuera, Steiman, and Swig. Commissioners Chin and Streets were excused attendance.

AGENDA ITEM #1 APPROVAL OF THE MAY 7, 2002 MINUTES

Public comment on AGENDA ITEM #1 APPROVAL OF THE MAY 7, 2002 MINUTES

An anonymous member of the public indicated that public comment summary statements were being made available on the Library's website, but observed that the Minutes were drained of meaning citing as examples reported remarks attributed to Mr. Regan and Commission Coulter. Mr. Ed Regan clarified his remarks related to the re-naming of Kezar Field for former San Francisco 49er Champion and Daly City Councilman Bob Sinclair as referring only to the stadium field rather than re-naming Kezar Stadium by the Recreation and Park Commission.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MAY 7, 2002 MINUTES

MOTION: by Commissioner Bautista, seconded by Commissioner Steiman for approval of the Minutes of May 7, 2002 with a clarification of Mr. Regan's comments.

ACTION: AYE 5-0 (Bautista, Coulter, Higuera, Steiman, and Swig)

AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth reported to the Commissioners concerning a matter not noticed in the agenda, about a recent federal court decision ruling unconstitutional the CIPA (Children's Internet Protection Act), an issue of concern to the Library. The City Librarian then brought the Commissioners up to date with plans concerning the electrical/technology upgrade work at West Portal Branch, noting that the branch would have to be closed for 3 to 4 months to complete the work. Ms. Hildreth outlined the staff's plans to provide service coverage and continue planned Summer Reading Program activities during the period that

Please note: These are draft minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Willie L. Brown, Jr.
Mayor

Charles A. Higuera, AILA
President

Carol Steiman
Vice President

Helen Marte Bautista

Lonnie K. Chin
Steven A. Coulter

Fran A. Streets
Darl W. Swig
Co. members

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary



the branch would have to be closed. The City Librarian then provided a detailed overview of the Richmond Branch Library Design Workshop and announced that there would be a community meeting on June 27th to advise on the public art selection for the Richmond Branch. Next, Ms. Hildreth informed the Commissioners concerning a special exhibit honoring famed Argentine author Luis Borges in the Main Library's Skylight Gallery on June 15 – September 2, 2002. The City Librarian then informed the Commissioners concerning the Library's participation in the statewide California Council on the Humanities Grapes of Wrath reading project. Ms. Hildreth next provided the Library Commissioners with an accounting of the Friends and Foundation's grant of \$485,000 in support for library programs for 2002/03. Ms. Hildreth then reported on a planned June 11th meeting at the Glen Park Recreation Center to gather comment on conceptual design for the new branch library from the community. The City Librarian concluded her report with the presentation of a short video prepared by Library staff as a part of the Excelsior Branch Library's Prop. 14 (State Library Bond) application.

Public comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

An anonymous member of the public commented that items were discussed that were not noted on the agenda. This person additionally commented on the federal court ruling and expressed the hope that the design workshop for the Richmond Branch would give greater attention to the community than those who raise money. Ms. Rebecca Silverberg, Excelsior Improvement Association, informed the Commissioners of her group's recommendation that the community meeting room at the Excelsior Branch Library be named in honor of former Library Commissioner and neighborhood civic and business leader Walter Jebe. Mr. Ed Regan commented that he was opposed to the changes at the Excelsior Branch except for needed electrical upgrades. Mr. Peter Warfield expressed approval of the Federal court ruling the CIPA unconstitutional, and commented that the Excelsior video demonstrated the weaknesses of the existing Excelsior Branch library, but noted that it did not mention planned reduction in its book collections and space for reading. Mr. Warfield additionally remarked that the report on the Richmond Branch Design Workshop did not provide enough information for those wishing to participate. Rev. Roland Gordon, Pastor of the Ingleside Presbyterian Church, expressed his strong support for the proposed improvements at the Excelsior Branch Library.

Commission comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

Vice President Steiman noted the video captured the problems at the Excelsior Branch Library and expressed a hope that it would successfully support the Library's application for Prop. 14 (State Library Bond) funding. In response to queries by Commissioners, Deputy City Librarian Paul Underwood further discussed details of the planned Richmond Branch Library Design Workshop highlighting in particular the important role the branch staff would play in gathering community input. Commissioner Bautista observed that neighborhood children used the Excelsior Branch Library very much and that the renovation work, particularly upgrades in lighting and electrical infrastructure, planned there was very important to that community.

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission

AGENDA ITEM #3 LIBRARY FACILITIES NAMING POLICY

City Librarian Susan Hildreth made a brief presentation on the latest proposed version of the Library's Facilities Naming Policy. Then, Deputy City Attorney Catharine Barnes outlined the most recent revisions as requested by the Commissioners (copy attached) that she had made in Facilities Naming Policy. It was noted that issues such as naming of community rooms within a library facility were not addressed in this proposed policy on issues related to the naming of a facility.

Public comment on AGENDA ITEM #3 BRANCH LIBRARY NAMING POLICY

Rev. Roland Gordon, Pastor of the Ingleside Presbyterian Church, suggested that the policy be made flexible enough to allow for recognition of outstanding contributions and civic leadership by a living person. Rev. Gordon reported that the OMI (Ocean View, Merced, Ingleside) community felt Mayor Brown's leadership in making the new Ocean View Library possible merited recognition by naming it in his honor. Mrs. Dorcas Thomas, a 30 year resident of the OMI, disagreed with the suggestion that the proposed policies allow for naming of living persons, finding that many institutions have policy on such recognition that require a person's contributions to be objectively assessed after their death. Mrs. Agnes Morton, at 35-year resident of the OMI, strongly supported naming the new Ocean View branch Library in honor of Mayor Brown, noting that it would not have been built but for his leadership. Mr. Al Lewis, OMI resident, noted that the community had strongly supported Prop. A (Branch Library Bond 2000), that Mayor Brown had obtained the funds for the new library, and recognition for him such as had been given to other important African American historic figures like Mary Ellen Pleasant, Liedesdorff, Dr. Carlton B. Goodlett, and Dr. Martin Luther King, Jr. was important to the community. Mr. Ed Regan commented that whether the service to the libraries was pay or volunteer should be considered and that what was "significant service" needed to more clearly defined. An anonymous member of the public commented that a meeting room did not meet the definition of a library facility, noted that there were no lack of honors for Mayor Brown, and elaborated on some of the issues raised when previous efforts had been made to name branch libraries. Ultimately, this person noted the only way to avoid controversy would be not to name libraries for individuals. Mr. Mike Bernardo, a OMI resident, spoke strongly in favor of naming the new Ocean View Branch Library to honor Mayor Brown, not only in recognition of his support for the library, but also to honor his more than 40 years of civic leadership for better housing, increased prosperity, and support for union labor. Mr. Peter Warfield found this version of the policy improved, but recommended striking out any reference to those requesting the change paying the costs of the name change in order to maintain equality of access to recognition for persons of all incomes who contributed to the betterment of the library. Dr. Lorenz Dill spoke strongly in favor of honoring Mayor Brown by adding his name to that of the Ocean View Branch Library noting that the Mayor's decades of leadership and accomplishment in public service merited such significant recognition.

Commission comment on AGENDA ITEM #3 LIBRARY FACILITIES NAMING POLICY

Vice President Steiman noted that the new Ocean View Branch Library had been paid for by
Public Library Commission 6/4/02

the City's General Fund, not with any Prop. A (Branch Library Bond 2002) dollars, and that it would not have happened without Mayor Brown's decision to put the city's dollars into making the worst branch library in the system into one of its best. She noted however, that as a matter of policy she still favored requiring that someone to be so honored be no longer living. President Higuera suggested that a phrase be inserted into the policy to make clear that it referred to free standing facilities, not rooms within a building. Commissioner Bautista cited that the example of a major civic philanthropist such as Louise Davies, honored in her lifetime with the naming of Symphony Hall, and the major role played by the Mayor in creating the new Ocean View Branch Library and the wish of the community to recognize his contributions might make the Commission want to reconsider requirements that honorees be deceased. Commissioner Swig thanked the community members for letting the Commission know their concerns with this issue and noted that the Mayor had been very supportive of the Library but expressed some concern with the Commission taking action to honor an elected official during their term in office. Commissioner Coulter commented that this was a sensitive issue and that excluding the naming of entire facilities for living individuals did not rule out other policies to be created to provide other significant means for recognition of important contributions. Commissioner Coulter found the proposed policy a good one with the clarification that it referred to entire facilities. Commissioner Swig concluded that she favored retaining a requirement that the honoree be deceased. President Higuera noted that there was benefit in waiting for a period of time to pass to allow for a balanced assessment of an individual's contributions and noted there could be a potential conflict of interest for a body composed of appointees of an elected official to name a public facility in that individual's honor. Deputy City Attorney Catharine Barnes noted the Board of Supervisors retained the right under the City Charter to override any decision regarding naming made by the Library Commission

MOTION: by Vice President Steiman, seconded by Commissioner Swig for approval of the proposed draft with a clarification that it applied to entire facilities not spaces within them.

ACTION: AYE 4-1 (Aye-Coulter, Higuera, Steiman, and Swig) (No-Bautista)

AGENDA ITEM #4 LIBRARY 2002/03 BUDGET UPDATE

(Explanatory document: 2002/03-Library Budget update report)

Mr. George Nichols, Library Finance Director brought the Library Commissioners up to date on the most recent developments in the approval of the Library's 2002/03 budget. The Library Finance Director reported that the Mayor had released the budget to the Board of Supervisors for its consideration and that the proposed budget reflected the Mayor's priorities. The Library Finance Director noted that with declining General Fund revenues and facing additional reduction in state revenues, the City could face an addition \$10 to \$15 million shortfall making difficult choices during the next two months. Mr. Nichols then described the Board of Supervisors' budget approval process. Mr. Nichols then detailed the outline of the proposed Library Budget noting that Prop. E (Library Preservation Fund) revenues had increased even with a decline in City's General Fund revenues for a net increase of \$3.2 million in the Library revenues. Mr. Nichols reported that this meant that there would be no reductions in Library programs or services and that the Library would end the current fiscal

The number of members of the public who spoke anonymously at this meeting. 1 year with a 6% reserve. The Library's Finance Director discussed the \$425,00 in children's services programs that the Mayor's Budget Office had shifted to the Library's Budget to offset revenue losses elsewhere and noted that the General Fund would be capturing \$70,000 in state reimbursements that had been going to the Library. Mr. Nichols also reported that the revenues from the public copying and printing fees would also go into the city's General Fund. The Library Finance Director identified a \$125,000 augmentation to the Library's Budget to fund the Tool Lending Center and noted that there would be an overall \$372,000 increase in the Library's proposed budget. Mr. Nichols reported the budget as \$78.1 million with a breakdown of \$54.298 million for operating expenditures and a \$23.820 million capital budget for 2002/02. The Finance Director then outlined step by step the process that would lead to a final budget approved by the Board of Supervisors and signed by the Mayor by August 1. The City Librarian informed the Commissioners that there could be additional changes related to ongoing negotiations concerning retirement costs covebacks by labor.

Public comment on AGENDA ITEM #4 2002/03 BUDGET UPDATE

An anonymous member of the public noted that they had been unable to find copies of the slides presented on the budget at the rear of the auditorium and that it was their belief that the Library was being compelled to shoulder costs with Library Preservation Fund in a way that was not supposed to happen. This person noted that funding the Tool Lending Center had been controversial and that a decision to fund it with library funds despite the position taken by Library Commission was not consistent with the priorities for more books and hours for libraries (in Prop. E Library Preservation Fund). Mr. Peter Warfield found the presentation difficult to follow and suggested that there was only a small increase for books in a budget that had significant overall increases in spending. Mr. Warfield commented that he did not see increases in spending for books and more hours and indeed amounts for books seemed to be going down.

Commission comment on AGENDA ITEM #4 2002/02 BUDGET UPDATE

In response to questions by Vice President Steiman, Mr. Nichols explained the shift in the structure of how Children and Youth Services Fund programming was funded and how some of these programs were shifted to the Library Budget. Vice President Steiman remarked that she felt that the spirit of Prop. E (Library Preservation Fund) was being creatively circumvented and that she was not happy about this. Vice President Steiman commented that this created a very bad precedent and that it was unlikely that the costs of funding these programs would ever be shifted away from the Library in the future. She additionally noted that the reality of further state budget reductions and General Fund revenue shortfalls did not offer a good outlook for the future but that a message needed to be sent to leave library funding alone. In response to a query regarding what would happen if the budget was not approved by August 1, Mr. Nichols reported that the Board of Supervisors would adopt an interim funding ordinance until the final approval of the

Please note: These are draft minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

budget. President Higuera noted that there were some very innovative ways being developed to address the revenue shortfall but that the Library needed to consider ways it could use to recoup the funds outside of the Prop. E revenue stream. He noted that in the final analysis the decision to reallocate the funds was a fiscal policy decision of the city. Commissioner Bautista observed that she had become aware of the popularity of the Tool Lending Center and suggested that its funding should be continued.

AGENDA ITEM #5 AFFINITY CENTERS REPORT

City Archivist Susan Goldstein, Manager of the San Francisco History Center provided the Commissioners with an update of recent programming and activities at the History Center. She called particular attention to work done to make the mayoral papers and documents of the administrations of former Mayors Robinson, Christopher, and Alioto available at the History Center and on the website. Ms. Goldstein reported that the official papers of Mayors Shelley, Jordan and Agnos were undergoing preparation would be available in the near future. The History Center Manager informed the Commissioners about current exhibits including "We are Still Here" an exhibit featuring the experiences of a survivor of the 1906 Earthquake and Fire, an exhibit of early glass plate negatives of the Greek American Community, and concerning San Francisco History Walks. The City Archivist then discussed at some length the popular "Shades of San Francisco" program where photo days are held at branch libraries providing an opportunity for neighborhood residents to bring in historic family photos of their neighborhood and have them copied and preserved in the Library's collections of local history at the Main Library and at their local branch. Ms. Goldstein reported very successful "Shades" programs had been held at the Western Addition, Mission, and Ocean View Branch Libraries. Ms. Goldstein reported that her staff was working on a Shades Exhibit and hoped to publish the Library's own "Shades of San Francisco" collection. Ms. Goldstein also indicated that the San Francisco History Center was conducting a survey of historical materials in the branch library collections.

Mr. Gardener Haskell, Main Library 5th Floor Manager then gave the Commissioners an update on recent activities at the Wallace Stegner Environmental Center. Mr. Haskell called attention to programming oriented to examining and understanding the environment in San Francisco, the Bay Area, and California in context of their place in the global environment. The 5th Floor Manager noted that Stegner Center programs focused on local issues to bring in and engage the environmental community as library users through use of well known speakers and presentations on topics of strong local interest. Mr. Haskell cited the recent "Farley: Eco Warrior" exhibit, an exhibit on the "Wild Sea Lions of Pier 39", and "Parrots of Telegraph Hill" as examples of recent very popular and successful Stegner Center programs. Mr. Haskell highlighted how the Stegner Center was able to combine many elements of the library's services in programming around local author Mark Bitner's Parrots of Telegraph Hill including gathering specialized books on wild parrots and even including a documentary video.

President Higuera called for a brief recess at 6:13PM.

President Higuera left the meeting during the recess.

The Commission returned to session at 6:23PM

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Public comment on AGENDA ITEM #5 AFFINITY CENTERS REPORT

An anonymous member of the public noted that the centers' work were the kind of things that people believed that the Library was all about. This person noted that the Library had done oral history programs that could be combined with the photos now being gathered. Mr. Ed Regan suggested that these historic photographs be displayed in senior citizens rooms in each branch library. Mr. Peter Warfield commented that the reports highlighted the Library's collections, provided insight into with collecting local history, provided information for projects such as writing autobiographies, and called attention to their use as a springboard for other projects.

Commission comment on AGENDA ITEM #5 AFFINITY CENTERS REPORT

In response to questions by Commissioner Bautista, Ms. Goldstein discussed in some detail how the Library had digitized more than 30,000 of its collection of historic photographs and that these could be viewed on the web. The City Librarian reported that each of the "Shades" projects cost roughly \$10,000 and that the staff planned more such neighborhood history projects as funds became available. Commissioner Bautista suggested outreach to neighborhood merchant groups as a likely source for such funding. Commissioner Coulter expressed his appreciation for the good work that the centers were doing and recommended renewed outreach to the original donors who had contributed to creation of the centers as a source for continued funding for program activities. Commissioner Coulter noted the critical importance of the History Center. Commissioner Swig noted that large numbers of people would be interested in and supportive of these programs. Vice President Steiman called attention to the importance of keeping neighborhood archives, such as in the Glen Park Branch, and suggested that those collections be digitized as well and that making them available could be a good way to expand outreach into the neighborhoods.

AGENDA ITEM #6 LIBRARY SECURITY REPORT

Library Security Chief Rachel MacLachlan provided the Commission with an extensive overview of Library security issues as they had unfolded following the Commission's adoption of revised Guidelines for Library Use. Ms. MacLachlan reported that the new guidelines had been of significant help to security staff in fairly and impartially enforcing rules when confronted with difficult behavior by library users. The Library Security Chief noted that the increased security resources provided to the Branches in the budget had significantly improved her staff's ability to quickly respond to security issues at branch libraries. In particular Ms. MacLachlan reported on the security issues experienced by large branches such as Chinatown in contrast to the less difficult problems at smaller branches. The Library Security Chief noted that implementation of the time-out software should eliminate a major source of disputes between library users that security staff had had to address. Ms. MacLachlan discussed in great detail how her staff would have responded had they been notified at the time it occurred to a situation reported in a letter to the Board of Supervisors by a library user who witnessed another user urinating in a Main Library elevator. Ms. MacLachlan further discussed how her staff attempted to address the spill over of social problems in the Civic Center area that affected the Main Library. The Library Security Chief then outlined how she proposed to deploy security staff in the branches to

provide an even higher level of security and managed her staff schedules so that all security staff were cross trained to be able to handle problems in the Main Library or at a branch. Ms. MacLachlan also noted that she was working closely with the staff at Chinatown and other branches to identify better ways to address their security concerns.

Public comment on AGENDA ITEM #6 LIBRARY SECURITY REPORT

An anonymous member of the public expressed appreciation the report included information on the incident reported to the Board of Supervisors. This individual suggested that none of these issues occurred in a vacuum but resulted from serious systemic social problems that were then left up to security staff to address. Mr. Ed Regan found the presentation good and recommended installation of security devices at branch libraries. Mr. Regan requested a report on all books lost or stolen and recommended creation of a security room at each branch library that could also respond to problems in the neighborhood. Mr. Peter Warfield expressed appreciation for the detailed report and suggested that the Library find ways to use silent alarms or at least lower the sound level of the anti-theft devices currently in use. Mr. Warfield expressed concerns with the implementation of the time out software noting privacy concerns and other issues.

Commission comment on AGENDA ITEM #6 LIBRARY SECURITY REPORT

Vice President Steiman commended the thorough and detailed nature of the report and thanked security staff for their outstanding effort to promote the safety of all library users.

AGENDA ITEM #7 ILS EVALUATION REPORT

(Explanatory document: ILS process update report)

Deputy City Librarian Paul Underwood presented an overview of the ongoing efforts to evaluate the various integrated library systems (ILS) that are under consideration by the Library. Mr. Underwood discussed in detail the RFP (Request For Proposals) process being used and process to be used by the staff evaluation panels to consider and evaluate the different systems. Mr. Underwood then outlined the public participation element in the ILS evaluation process and identified various dates when evaluation session would be held.

Public comment on AGENDA ITEM #7 ILS EVALUATION REPORT

An anonymous member of the public observed that they wished that they had had more to say but that the proposal was not sufficiently detailed. This person commented: that they found the low point value assigned to costs shocking; that the various panels would make decisions based on criteria not known to the public; that the public input was not subject to defined criteria; and that there was insufficient evaluation of what kind of system might best for the greater number of users. The anonymous member of the public recommended that there be a detailed evaluation of the benefits of each option presented when the Commission is asked to approve selection of a system instead of use of a system based on subjective evaluations. Mr. Peter Warfield spoke about his understanding of the process to date and

found it lacking in public input. Mr. Warfield requested details of previous evaluations including the scoring used and expressed a desire that the public be asked to make suggestions. Mr. Warfield noted that he believed that a new catalog was being sought because of the problems with the current catalog.

Commission comment on AGENDA ITEM #7 ILS EVALUATION REPORT

In response to Commissioners' comments the Deputy City Librarian outlined how the public would have the opportunity to look at various other library's systems and noted that the requirement of the RFP process mandated a structured type of public input. Mr. Underwood noted that the staff had been very careful and thoughtful in developing criteria set out in the RFP, (Request for Proposals) so that the specific needs of the Library would be matched against the capacities of the various systems under consideration. Mr. Underwood reported that a staff recommendation should be ready for the Library Commission's review at its August meeting.

AGENDA ITEM #8 FRIENDS AND FOUNDATION REPORT

Martín Gómez, Executive Director of the Friends & Foundation, reported to the Commission on the Friends & Foundations 2002/03 grant of \$485,000 in gifts to the Library. Mr. Gómez called the Commissioners' attention to a supplemental gift of \$130,00 for the Hormel Center and reported on greater outreach efforts by a Friends & Foundation funded outreach coordinator for other Library affinity centers. Mr. Gómez noted that the Friends & Foundation proposed to support future "Shades " programs but that their current #1 priority was the Capital Campaign for the Branch Libraries. The Friends & Foundation Executive Director informed the Commissioners of upcoming book sales and Friends & Foundation supported events at the Library.

Public comment on AGENDA ITEM #8 FRIENDS AND FOUNDATION REPORT

An anonymous member of the public remarked that as soon as something good about the library is identified it is turned into an opportunity for private fundraising. This individual also commented that dehumanization in society leads to graffiti and defacement and one does not exist without the other.

AGENDA ITEM #9 LABOR UNION REPORT

None offered.

AGENDA ITEM #10 NEW BUSINESS

None offered

Agenda item #11 PUBLIC COMMENT

Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight seven days per week. Mr. Warfield found the Chair's ruling that no public comment would be taken on the New Business item unfortunate and expressed appreciation

Please note: These are draft minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

for Vice President Steiman's remarks in defense of Prop. E funds being reserved for library uses. An anonymous member of the public wondered how good faith could be defined in the Proposition E (Library Preservation Fund) discussion and observed that they had many times commented that the Library was invested in keeping the Library Commission ignorant of what was going on. The anonymous member of the public found the Commission resistant to public comment and suggested that it defamed and ridiculed people, created barriers, and then blamed the victim. This anonymous member of the public commented on what they believed distinguished business and protected philanthropy. This person noted that they had thought themselves exempt, but that not one escapes and once becoming aware one sees it everywhere.

AGENDA ITEM #12 ADJOURNMENT

MOTION: by Commissioner Coulter, seconded by Commissioner Bautista that the meeting be adjourned.

ACTION: AYE 4-0 (Bautista, Coulter, Steiman, and Swig)

The meeting was adjourned at 7:37PM.

Please note: These are draft minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Michael Housh, Commission Secretary 7/22/02

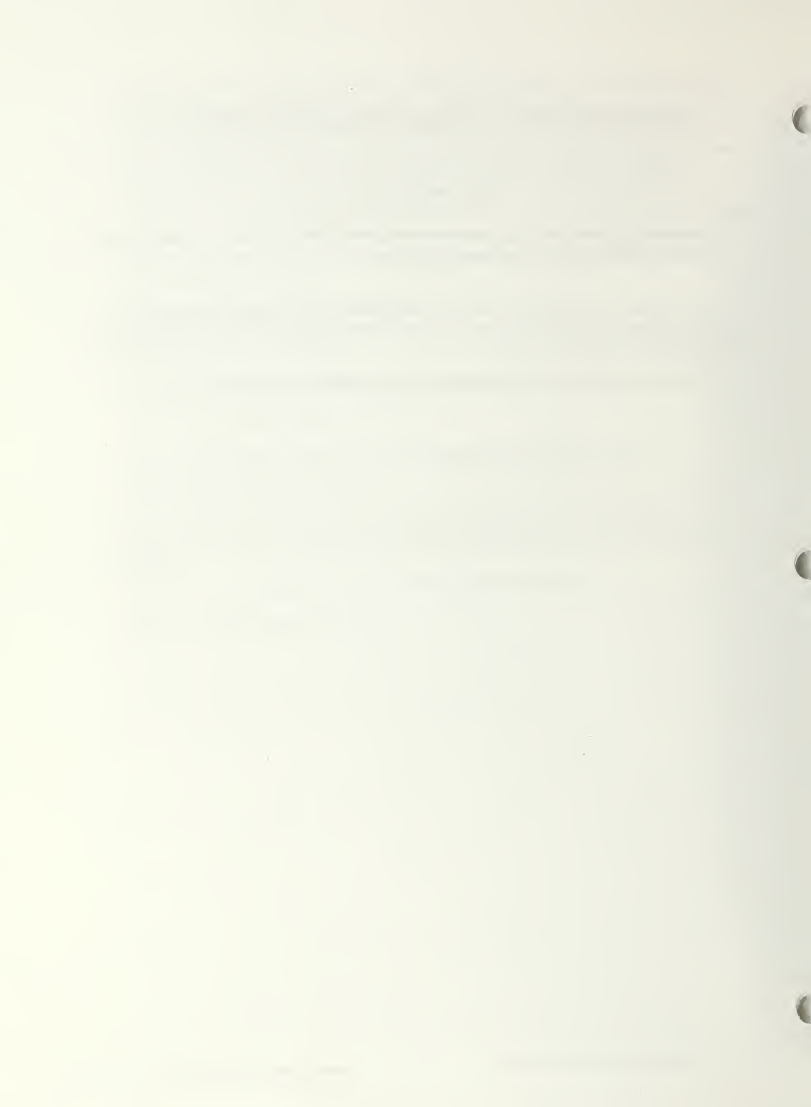
Minutes of the regular Commission Meeting of June 4, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1



Minutes of the regular Commission Meeting of June 4, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, June 4, 2002

Item 1:

Approval of the Minutes of May 7, 2002

"The citizen summaries are now on the website. They are not 'included' in any broad definition of that term, but your treatment of the summaries pushed 'include' to the breaking point anyway. If one persists they can be found and there is no contention that they are treated equally.

To show how the meaning has been drained from these minutes I have two examples.

First, Mr. Regan is quoted as saying that he is accurately reported. What he actually said was that his comments about the naming policy for branches be limited to living persons who have consented was not adequately reported and president Higuera's acknowledged him comment. So the meaning has been extracted.

Similarly, commissioner Coulter made a comment about a naming of a building for a U.S. Senator who was later indicted. The omission of that comment drains Mr. Coulter's comment of meaning."

Minutes of the regular Commission Meeting of June 4, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, June 4, 2002

Item 2:

City Librarian's Report

"There seemed to be more items not on the agenda than on the agenda for this item.

This video is well done if you are looking for an example of distorted propaganda. The quintessential example is turning down the aperture and then claiming that the light is dark. There use to be a movie technique called 'day for night' and it looked like night in the daytime. I hope it does not fool anyone.

I am gratified with the legal precedent that restriction of adult access that is too broad renders something unconstitutional.

I note the upcoming workshop in Richmond is not called a 'charette.' There was no mention of the activities on Thursday and Sunday which are of the essence and you should be aware of those as well. This will be watch closed to see how much attention is given to the neighborhood compared to the money raisers."

Minutes of the regular Commission Meeting of June 4, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, June 4, 2002

Item 3:

Library Facilities Naming Policy

"If a meeting room is not a library facility following the dictionary I would be very much surprised.

The honors that have been accorded to Mayor Brown are not lacking.

Let me get even more candid. When we named the Eureka Valley Branch for Harvey Milk, one commissioner voted against it. The reason she gave was that she had lost several members of her immediate family in Jonestown. She felt that Harvey Milk had acquiesced by inaction in that situation and she did not feel that Mr. Milk should be honored.

If acquiescing by action was grounds for condemnation, none of us would survive.

There is very little that is not controversial to someone. Even Sally Brunn failed to ask questions at a time when they should have been asked. The way to assure that the library is for everyone is to not name libraries for individuals."

Minutes of the regular Commission Meeting of June 4, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, June 4, 2002

Item 4:

Library 2002/2003 Budget Update

"We were told that copies of the presenter's slides are available in the back of the room. I could not find them.

If I understand this, what is euphemistically referred to as a 'revenue share' is actually taking the library's beneficial situation with respect to the Library Preservation Fund and making that shoulder the burden on the general fund.

That is exactly what is not supposed to happen. The fund does not make up for cuts in general fund support. Particularly, the children's fund share is a formula calculated by the city following the legislation. If that has gone away because the Library Preservation Fund is helping, that is not supposed to happen.

The tool lending center has been controversial and the commission has taken a position. An increase in that support without your consent simply because it can happen, is not consistent with the priority for books and hours."

Minutes of the regular Commission Meeting of June 4, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, June 4, 2002

Item 5:

Affinity Centers Report

"It should not be lost on you that this is the kind of thing that most people assume the library is all about.

I am reminded that the library once did an oral history project and it would be interesting to have that tied in with some of the work with photographs now.

I have heard the story of the wild parrots a number of times. There appears to be a colony in Delores Park.

The point is that this kind of work is what speaks to people as what a library really is."

Minutes of the regular Commission Meeting of June 4, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, June 4, 2002

Item 6:

Library Security Issues Update

"I am grateful that the presenter acknowledged the incident which precipitated this item, which was a patron witnessing an incident of public urination and writing directly to the Board of Supervisors.

It is a shame that you do not have the resulting correspondence before you.

None of this happens in a vacuum. Problems like this are the result of huge systemic social problems that are a reflection of political and social neglect in our system. The society has become polarized and what we see in terms of mental health and self-medication is a distortion of addressing those problems in a direct way so that they end up falling on security personnel who can only address symptoms.

This is difficult because we want security for ourselves, but at the same time we have to recognize that people have real problems and they need compassion and attention."

Minutes of the regular Commission Meeting of June 4, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, June 4, 2002

Item 7:

ILS Evaluation Process Report

"I wish I had more to say about this.

What have before us is a rather disembodied proposal. It includes a point system and it is kind of shocking the cost factor is such a minor consideration.

What concerns me is that the various panels will be deciding based on criteria that no one knows anything about. While there is provision for public input, it also is not subject to any criteria.

Someone decides it is better, but is it better because it is easier to learn, yields better results or a greater number people can gain facility with it? When this comes before the commission, I would like to see some detail about what the library staff considers a good package and what factors they are looking for.

Rather what we see is a point system that will be based on subjective evaluation."

Minutes of the regular Commission Meeting of June 4, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, June 4, 2002

Item 8:

Friends and Foundation Report

"As soon as we find something positive in the library, something that speaks to the library's role in preserving our past and making it available, someone suggests that it should be turned into an advantage for a private group who seeks to raise money for their own purposes.

I think that should not be encouraged. The virtues of the library should stand alone and they should not be turned into opportunities for other people to raise money for themselves.

There is some resonance with the previous security report. I wonder if the date of the public urination was the same date that the library closed early and people were asked to leave before closing time so that Foundation could hold a black-tie fund-raising party.

People sense the dehumanization in our society and that leads to the unintended consequences of graffiti and defacement. You can't have the one without the other."

Minutes of the regular Commission Meeting of June 4, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, June 4, 2002

Item 11:

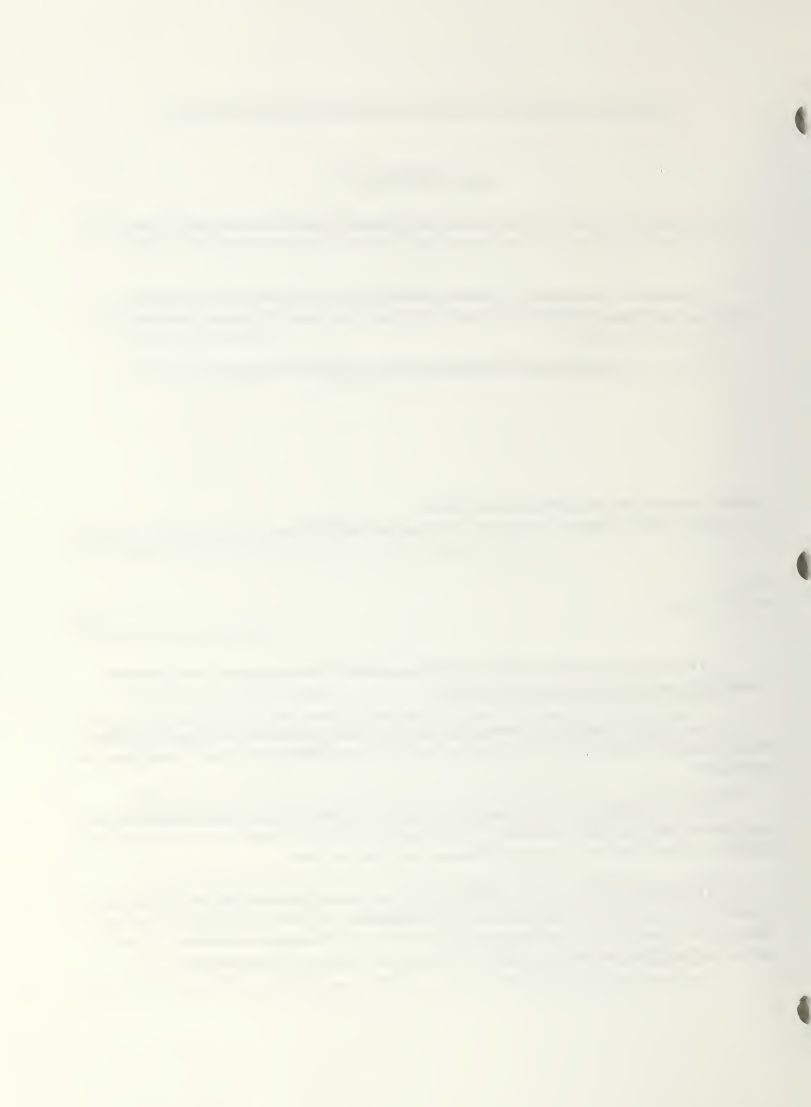
Public Comment

"The previous speaker reminds of the Proposition E discussion and I wonder how 'good faith' would be defined in that context.

I have made a number of comments about the library's investment in keeping this library commission ignorant of what is going on. It is something that we have seen again and again.

You are resistant to public comment. You defame and ridicule people, and then you turn around and say, 'we're civilized.' That is an innuendo that fosters the barriers in society. When one becomes aware of this, one sees it everywhere.

It distinguishes business from other interests. It is what protects philanthropy. It creates barriers to access, information and participation. And then you blame the victim. I thought that I would not be subjected to this because of my heritage and abilities. In fact no one escapes this. And once you have insight into this, you see it everywhere."



San Francisco Public Library Commission Policy Manual

Library Facilities Naming Policy

Policy #601

Section: Facilities

Adopted: June '96

Revised: June '02

It is the policy of the San Francisco Public Library to name libraries according to geographic location and to identify each branch facility with the neighborhood where it is located or the neighborhood it primarily serves. This Policy enables anyone interested in finding a library to easily ascertain its location by its geographic or neighborhood name.

It shall be the general policy of the San Francisco Public Library not to name any library facility for any person, living or deceased. However, in the rare instance where there are reasons so compelling that adding the name of a person to the geographic name of a specific branch library, or to another library facility, may be appropriate, it shall be the policy of the San Francisco Public Library not to name any library facility for any living person, or for any person deceased less than one year. This restriction permits the Library Commission to evaluate the lifetime contributions and accomplishments of a proposed honoree, and protects from making decisions in reaction to transitory or emotional considerations.

The Library Commission shall approve adding the name of a person to the geographic name of a specific branch library, or to another library facility only where:

- the proposed honoree is associated with a myriad of services and had dedicated a substantial amount of energy, time, resources, leadership and volunteer service to improve and benefit the San Francisco Public Library system or the library facility in question. The depth and breadth of the contributions must be obvious and compelling and must reflect a dedication and beneficence to the the San Francisco Public Library system or the library facility in question over a great span of time;
- there must be a strong consensus among library users and, in the case of branch libraries, residents of the surrounding neighborhood, to add the name of the proposed honoree to the library facility in question;
- the proposed honoree should reflect the spirit of the San Francisco Public Library's mission of free and equal access to information for all;
- the new name should avoid controversy and not carry the banner of a transitory cause, no matter how worthy, but rather, reflect the tradition and stability of the Library as an institution, and
- it must be in the public interest to approve the proposed name.

In summary, adding the name of a person to a library facility is reserved for the rare individual whose dedication and service to the San Francisco Public Library system or the library facility in question is extraordinary, unique and of the highest quality.

PROCEDURES FOR EVALUATING PROPOSALS TO ADD THE NAME OF A PERSON TO THE GEOGRAPHIC NAME OF A LIBRARY FACILITY

1. Any member of the Library Commission or member of the public may propose a name to be added to the geographic name of a specific branch library, or to another library facility, by submitting a request in writing to the Library Commission, or by making an oral request during public open time at any regularly scheduled meeting of the Library Commission. The proponents of the name addition must submit thorough and rigorous written research demonstrating that the proposed honoree meets the stringent criteria set forth in this Policy.
2. The President of the Library Commission, in his or her sole discretion, shall determine whether a proposal is sufficiently documented to warrant further consideration by the Library Commission. Where a proposal does not appear to meet the criteria of this Policy, or where the proposal lacks sufficient documentation to determine whether it satisfies the criteria, the President shall advise its proponents of the deficiencies and provide a reasonable opportunity for the proponents to supplement the request. The President shall keep the Library Commission advised as to the existence and status of pending naming requests.
3. The President of the Library Commission shall place any proposal that appears to meet the criteria set forth in this Policy on the Library Commission agenda for general discussion and public comment at one or more regular or special meetings of the Library Commission. Where the proposal involves a branch library, the President shall schedule a meeting in the branch library facility for which the name is proposed or elsewhere in the neighborhood served by such facility, to obtain direct testimony from members of the public living in the neighborhood of the facility.
4. At any time after giving proponents of the name addition and the public an opportunity to be heard, after obtaining direct neighborhood testimony (in the case of branch library proposed name additions), and upon proper notice, the Library Commission shall call for a vote on the issue of whether the proposal meets the criteria set forth in this Policy and whether it is in the public interest to add the proposed name to the geographic name of a neighborhood branch library, or to another library facility. The affirmative vote by a majority of the members of the Library Commission shall be required to approve the addition of a person's name to a library facility. In all cases involving branch libraries, the geographic name of the facility shall precede the honorific name.
5. The Library Commission shall, either at the time it approves the addition of an honorific name, or in a subsequent meeting, designate the method of display of the name addition, which may be by exterior building signage, interior plaque, or any other means appropriate to the specific site. The party who proposed the name to be added to the geographic name of a branch library or other library facility shall bear all costs associated with adding the honorific name, including staff time and material expenses, unless the Commission finds it in the public interest to waive this requirement in whole or in part.



San Francisco Public Library

BUDGET REPORT LIBRARY COMMISSION

June 4, 2002

MAYOR'S BUDGET

- Balanced budget submitted to BoS -- "Fair budget for tough times."
- Reflects Mayor's priorities for services and service reductions necessary to close GF budget gap.
- Shortfall = \$175 million; \$117 million on May 1st; Governor's May Revise added \$25 million + to City's shortfall.
- Budget balanced through service cuts, fee increases, fund shifts, contract adjustments.
- Mayor's spending plan subject to review and approval by the BoS.

LIBRARY'S BUDGET

- GF down; Property Tax up = net growth in Prop E revenue (\$3.8 million over 2 years).
- No program or service reductions resulting from revenue shortfalls.
- MOU salary & fringe fully funded within Library baseline revenue - No need to cut programs to fund increases.
- Program & Service enhancements funded.
- DCYF Fundshift and revenue capture to help address GF shortfall.

GENERAL FUND REVENUE CAPTURE

Interlibrary Loan/Direct Loan (new)	\$349,000 /a
Public Copying/Printing Fees (new)	\$180,000
Eliminate DCYF funding (shift to LPF)	<u>\$452,000</u>
TOTAL	\$981,000

a/ \$279,000 one-time; \$70,000 ongoing.

2002-03 Budget

<u>\$78,118,000</u>	Total
\$54,298,000	Operations
\$23,820,000	Capital

OPERATIONS BUDGET

Proposed Budget (Commission) \$53,926,000

Mayor's Changes

Retirement	-485,000
Book Budget	250,000
Public Copy/Print	370,000
Delivery Truck	45,000
Tool Center	125,000
Work Orders	41,000
Miscellaneous	<u>26,000</u>
Subtotal, Changes	\$372,000

Revised Budget (Operations) \$54,298,000

CAPITAL IMPROVEMENT BUDGET

Branch Improvement Bond Program	\$23,300,000
Branch Maintenance & Repair Program	\$240,000
Branch Phone System Replacement	\$280,000
TOTAL	\$23,820,000

LIBRARY BUDGET ENHANCEMENTS

Operations Budget

- **Technology** (ILS, WAN, equipment replacement).
- **Public Service** (Book budget, Public Copy & Print Program, translation services, Tool Lending Center)
- **Equipment** (Express checks, microfiche machines, delivery truck)
- **Staffing** (Techn Svcs conversion, Automation relcass, Project Read conversion, Mission Bay Librarian, Youth Guidance Center Librarian)

Capital Budget

- Branch Bond Program
- Branch M&R Projects
- Branch Phone System Upgrades

REVENUE (in millions)

OPERATING REVENUE

Revenue Source	Commission's Budget	Mayor's Budget	Change
Property Tax	\$19.421	\$22.189	\$2.768
General Fund	\$31.600	\$30.832	-\$.768
Other	\$.552	\$.552	\$0
Reserve	\$1.901	\$.725	-\$1.176
DCYF	\$.452	\$0	-\$.452
Total	\$53.926	\$54.298	\$.372

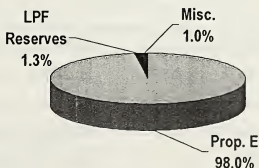
Other Revenue includes \$57,000 State Literacy Grant;
\$330,000 Fuhrman Trust Fund; \$165,000 State Prop Tax relief.

General Fund includes Dept revenue, State PLF, GF Transfer

Operating Revenue 2002-03

Prop. E Sources

Property Tax
\$22.189
General Fund
\$30.832
Total
\$53.021 million



LPF Reserves = Allocation from unappropriated balance available in the Library Preservation Fund (\$725,000)

Miscellaneous = State Literacy Grant (\$57,000), Fuhrman Trust Fund (\$330,000), miscellaneous (\$165,000).

NOTE: Operations budget only. Display excludes Branch Bond Funds.

PROPOSITION E SOURCES

SOURCES	Commission's Budget	Mayor's Budget	Change
Balance Available	\$ 3,606,387	\$ 4,782,976	\$ 1,176,589
Revenue			
Property Tax	\$ 19,619,148	\$ 22,407,000	\$ 2,787,852
General Fund	\$ 31,921,575	\$ 31,134,097	\$ (787,478)
Fund Balance	\$ 1,901,416	\$ 724,827	\$ (1,176,589)
Total	\$ 53,442,139	\$ 54,265,924	\$ 823,785
Total Sources	\$ 57,048,526	\$ 59,048,900	\$ 2,000,374
Expenditures	\$ 53,606,874	\$ 54,430,924	\$ 824,050
Balance, Carried F	\$ 3,441,652 6.4%	\$ 4,617,976 8.5%	\$ 1,176,324

NEXT STEPS...

• June 3, 2002	Mayor releases budget
• June 4 - June 19	Budget Analyst review
• June 20, 2002	Budget Committee Hearing
• June 27, 2002	Budget Committee Hearing
• July 1, 2002	Fiscal year begins
• August 1, 2002	Board adopts budget



San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

TO: Library Commission

FROM: Paul Underwood *Paul*
Deputy City Librarian

SUBJECT: Replacement of the Integrated Library
System – Update on process

DATE: May 29, 2002

Background

The San Francisco Public Library issued a Request for Proposal (RFP) for an Integrated Library System on January 2, 2002, with a submission deadline of March 15, 2002. Four vendors provided proposals in response to the RFP.

Evaluation of the vendors' proposals will be completed in several stages. Each stage is being scored separately, with the total number of points available for all stages set at 175.

Evaluation Process

The stages of evaluation are outlined below:

Expert Reader Panels (50 points)

Ten panels comprised of staff members and one representative from another Bay Area public library system, have reviewed and scored designated portions of the application functions described in the vendors' proposals. The panels included: General Functions; Authority Control, Cataloging and Inventory; Acquisitions and Serials; Community Information and Digital Files; Circulation and Homebound; Online Public Access Catalog (OPAC); Blind and Physically Handicapped; Standards; Configuration; and Technical Issues.

Vendor Demonstrations (35 points)

- **Staff Input:** Each vendor presented their demonstrations of all applications to San Francisco Public Library staff. The demonstrations were held the week of May 20th, 2002. An Expert Demonstration Panel attended the demonstrations and rated the vendors on functionality and usability features. Staff observers, who could attend part or all of the demonstrations, also provided input through the use of an information form. The completed observer forms will not be part of the official scoring, but will serve as information for the Business Review Panel.

- **Public Input:** At the June 4, 2002 Library Commission meeting, a flyer will be available outlining how members of the public will be able to participate in review of the vendors' products. Interested members of the public will be asked to register to become part of the public input process to be held on June 18. Each registered member of the public will be required to complete a Conflict of Interest form prior to being allowed to participate. On June 18th, registered members of the public who have also signed the Conflict of Interest form will be able to review the vendors' products in the Training Room, located on the Fifth Floor of the Main Library. An information form will be available for participants to complete on each vendors product package. Hours of access are 10:00 a.m. to 8:00 p.m. on June 18.

The information forms will be forwarded to the Site Visit Panel as additional input. Points from the public input process will be included with the points of the site visits of the Site Visit Panel. Public input is not incorporated into the 35 points available for this stage (Vendor Demonstrations) for each vendor's demonstration. The 35 points are available only to the Expert Demonstration Panel, comprised of staff.

- Additionally, the library's homepage will have a link available as of June 4 that will allow anyone to access each of the vendors' product packages via the web. No information can be gathered from this feature, as determined by the Office of the City Attorney.

Site Visits (15 points)

The Site Visit Panel, comprised of staff, will visit public libraries that have installed systems of each of the vendors and rate the performance and dependability of the systems. This process is scheduled to be completed by the end of June 2002.

Business Review Panel (50 points)

This panel includes San Francisco Public Library managers and one outside representative (from DTIS). The panel will rate the following items:

▪ Configuration Requirements (response time, transaction load)	20 points
▪ Business Information (experience, customer support, training, technical capacity, qualifications, documentation)	15 points
▪ Implementation Schedule	15 points

Cost/Fee Proposal (25 points)

The vendor that proposes the lowest cost to the city (x) will receive 25 points. The other cost proposals will receive $x/y * 25$ points.

At the end of the evaluation process, the top-rated vendor will be recommended for selection to the Library Commission. It is anticipated that the recommendation will come before the Library Commission in August 2002.



San Francisco Public Library Commission

100 Larkin Street, San Francisco, CA 94102

Phone 415.557.4233, Fax 415.557.4240

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

DOCUMENTS DEPT

Minutes of the regular meeting of Tuesday, June 4, 2002

(As approved corrected August 6, 2002)

The San Francisco Public Library Commission held its regular meeting on Tuesday, June 4, 2002 in the Koret Auditorium, Main Library.

AUG 7 2002

SAN FRANCISCO
PUBLIC LIBRARY

President Higuera called the meeting to order at 4:08PM.

The following members were noted present: Commissioners Bautista, Coulter, Higuera, Steiman, and Swig. Commissioners Chin and Streets were excused attendance.

AGENDA ITEM #1 APPROVAL OF THE MAY 7, 2002 MINUTES

Public comment on AGENDA ITEM #1 APPROVAL OF THE MAY 7, 2002 MINUTES

An anonymous member of the public indicated that public comment summary statements were being made available on the Library's website, but observed that the Minutes were drained of meaning citing as examples reported remarks attributed to Mr. Regan and Commission Coulter. Mr. Ed Regan clarified his remarks related to the re-naming of Kezar Field for former San Francisco 49er Champion and Daly City Councilman Bob Sinclair as referring only to the stadium field rather than re-naming Kezar Stadium by the Recreation and Park Commission.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE MAY 7, 2002 MINUTES

MOTION: by Commissioner Bautista, seconded by Commissioner Steiman for approval of the Minutes of May 7, 2002 with a clarification of Mr. Regan's comments.

ACTION: AYE 5-0 (Bautista, Coulter, Higuera, Steiman, and Swig)

AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth reported to the Commissioners concerning a matter not noticed in the agenda, about a recent federal court decision ruling unconstitutional the CIPA (Children's Internet Protection Act), an issue of concern to the Library. The City Librarian then brought the Commissioners up to date with plans concerning the electrical/technology upgrade work at West Portal Branch, noting that the branch would have to be closed for 3 to 4 months to complete the work. Ms. Hildreth outlined the staff's plans to provide service coverage and continue planned Summer Reading Program activities during the period that

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

20)
SF
076
#2
/4/02
pms:LA

Willie L. Brown, Jr.
Mayor
Charles A. Higuera, A.L.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Darian W. Swig
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary



the branch would have to be closed. The City Librarian then provided a detailed overview of the Richmond Branch Library Design Workshop and announced that there would be a community meeting on June 27th to advise on the public art selection for the Richmond Branch. Next, Ms. Hildreth informed the Commissioners concerning a special exhibit honoring famed Argentine author Luis Borges in the Main Library's Skylight Gallery on June 15 –September 2, 2002. The City Librarian then informed the Commissioners concerning the Library's participation in the statewide California Council on the Humanities Grapes of Wrath reading project. Ms. Hildreth next provided the Library Commissioners with an accounting of the Friends and Foundation's grant of \$485,000 in support for library programs for 2002/03. Ms. Hildreth then reported on a planned June 11th meeting at the Glen Park Recreation Center to gather comment on conceptual design for the new branch library from the community. The City Librarian concluded her report with the presentation of a short video prepared by Library staff as a part of the Excelsior Branch Library's Prop. 14 (State Library Bond) application.

Public comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

An anonymous member of the public commented that items were discussed that were not noted on the agenda. This person additionally commented on the federal court ruling and expressed the hope that the design workshop for the Richmond Branch would give greater attention to the community than those who raise money. Ms. Rebecca Silverberg, Excelsior Improvement Association, informed the Commissioners of her group's recommendation that the community meeting room at the Excelsior Branch Library be named in honor of former Library Commissioner and neighborhood civic and business leader Walter Jebe. Mr. Ed Regan commented that he was opposed to the changes at the Excelsior Branch except for needed electrical upgrades. Mr. Peter Warfield expressed approval of the Federal court ruling the CIPA unconstitutional, and commented that the Excelsior video demonstrated the weaknesses of the existing Excelsior Branch library, but noted that it did not mention planned reduction in its book collections and space for reading. Mr. Warfield additionally remarked that the report on the Richmond Branch Design Workshop did not provide enough information for those wishing to participate. Rev. Roland Gordon, Pastor of the Ingleside Presbyterian Church, expressed his strong support for the proposed improvements at the Excelsior Branch Library.

Commission comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

Vice President Steiman noted the video captured the problems at the Excelsior Branch Library and expressed a hope that it would successfully support the Library's application for Prop. 14 (State Library Bond) funding. In response to queries by Commissioners, Deputy City Librarian Paul Underwood further discussed details of the planned Richmond Branch Library Design Workshop highlighting in particular the important role the branch staff would play in gathering community input. Commissioner Bautista observed that neighborhood children used the Excelsior Branch Library very much and that the renovation work, particularly upgrades in lighting and electrical infrastructure, planned there was very important to that community.

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission

20)

AGENDA ITEM #3 LIBRARY FACILITIES NAMING POLICY

City Librarian Susan Hildreth made a brief presentation on the latest proposed version of the Library's Facilities Naming Policy. Then, Deputy City Attorney Catharine Barnes outlined the most recent revisions as requested by the Commissioners (copy attached) that she had made in Facilities Naming Policy. It was noted that issues such as naming of community rooms within a library facility were not addressed in this proposed policy on issues related to the naming of a facility.

Public comment on AGENDA ITEM #3 BRANCH LIBRARY NAMING POLICY

Rev. Roland Gordon, Pastor of the Ingleside Presbyterian Church, suggested that the policy be made flexible enough to allow for recognition of outstanding contributions and civic leadership by a living person. Rev. Gordon reported that the OMI (Ocean View, Merced, Ingleside) community felt Mayor Brown's leadership in making the new Ocean View Library possible merited recognition by naming it in his honor. Mrs. Dorcas Thomas, a 30 year resident of the OMI, disagreed with the suggestion that the proposed policies allow for naming of living persons, finding that many institutions have policy on such recognition that require a person's contributions to be objectively assessed after their death. Mrs. Agnes Morton, at 35-year resident of the OMI, strongly supported naming the new Ocean View branch Library in honor of Mayor Brown, noting that it would not have been built but for his leadership. Mr. Al Lewis, OMI resident, noted that the community had strongly supported Prop. A (Branch Library Bond 2000), that Mayor Brown had obtained the funds for the new library, and recognition for him such as had been given to other important African American historic figures like Mary Ellen Pleasant, Liedesdorff, Dr. Carlton B. Goodlett, and Dr. Martin Luther King, Jr. was important to the community. Mr. Ed Regan commented that whether the service to the libraries was pay or volunteer should be considered and that what was "significant service" needed to more clearly defined. An anonymous member of the public commented that a meeting room did not meet the definition of a library facility, noted that there were no lack of honors for Mayor Brown, and elaborated on some of the issues raised when previous efforts had been made to name branch libraries. Ultimately, this person noted the only way to avoid controversy would be not to name libraries for individuals. Mr. Mike Bernardo, a OMI resident, spoke strongly in favor of naming the new Ocean View Branch Library to honor Mayor Brown, not only in recognition of his support for the library, but also to honor his more than 40 years of civic leadership for better housing, increased prosperity, and support for union labor. Mr. Peter Warfield found this version of the policy improved, but recommended striking out any reference to those requesting the change paying the costs of the name change in order to maintain equality of access to recognition for persons of all incomes who contributed to the betterment of the library. Dr. Lorenz Dill spoke strongly in favor of honoring Mayor Brown by adding his name to that of the Ocean View Branch Library noting that the Mayor's decades of leadership and accomplishment in public service merited such significant recognition.

Commission comment on AGENDA ITEM #3 LIBRARY FACILITIES NAMING POLICY

Vice President Steiman noted that the new Ocean View Branch Library had been paid for by
Public Library Commission 6/4/02 3

the City's General Fund, not with any Prop. A (Branch Library Bond 2002) dollars, and that it would not have happened without Mayor Brown's decision to put the city's dollars into making the worst branch library in the system into one of its best. She noted however, that as a matter of policy she still favored requiring that someone to be so honored be no longer living. President Higuera suggested that a phrase be inserted into the policy to make clear that it referred to free standing facilities, not rooms within a building. Commissioner Bautista cited that the example of a major civic philanthropist such as Louise Davies, honored in her lifetime with the naming of Symphony Hall, and the major role played by the Mayor in creating the new Ocean View Branch Library and the wish of the community to recognize his contributions might make the Commission want to reconsider requirements that honorees be deceased. Commissioner Swig thanked the community members for letting the Commission know their concerns with this issue and noted that the Mayor had been very supportive of the Library but expressed some concern with the Commission taking action to honor an elected official during their term in office. Commissioner Coulter commented that this was a sensitive issue and that excluding the naming of entire facilities for living individuals did not rule out other policies to be created to provide other significant means for recognition of important contributions. Commissioner Coulter found the proposed policy a good one with the clarification that it referred to entire facilities. Commissioner Swig concluded that she favored retaining a requirement that the honoree be deceased. President Higuera noted that there was benefit in waiting for a period of time to pass to allow for a balanced assessment of an individual's contributions and noted there could be a potential conflict of interest for a body composed of appointees of an elected official to name a public facility in that individual's honor. Deputy City Attorney Catharine Barnes noted the Board of Supervisors retained the right under the City Charter to override any decision regarding naming made by the Library Commission

MOTION: by Vice President Steiman, seconded by Commissioner Swig for approval of the proposed draft with a clarification that it applied to entire facilities not spaces within them.

ACTION: AYE 4-1 (Aye-Coulter, Higuera, Steiman, and Swig) (No-Bautista)

AGENDA ITEM #4 LIBRARY 2002/03 BUDGET UPDATE

(Explanatory document: 2002/03-Library Budget update report)

Mr. George Nichols, Library Finance Director brought the Library Commissioners up to date on the most recent developments in the approval of the Library's 2002/03 budget. The Library Finance Director reported that the Mayor had released the budget to the Board of Supervisors for its consideration and that the proposed budget reflected the Mayor's priorities. The Library Finance Director noted that with declining General Fund revenues and facing additional reduction in state revenues, the City could face an addition \$10 to \$15 million shortfall making difficult choices during the next two months. Mr. Nichols then described the Board of Supervisors' budget approval process. Mr. Nichols then detailed the outline of the proposed Library Budget noting that Prop. E (Library Preservation Fund) revenues had increased even with a decline in City's General Fund revenues for a net increase of \$3.2 million in the Library revenues. Mr. Nichols reported that this meant that

The number of members of the public who spoke anonymously at this meeting. 1

20 there would be no reductions in Library programs or services and that the Library would end the current fiscal year with a 6% reserve. The Library's Finance Director discussed the \$425,00 in children's services programs that the Mayor's Budget Office had shifted to the Library's Budget to offset revenue losses elsewhere and noted that the General Fund would be capturing \$70,000 in state reimbursements that had been going to the Library. Mr. Nichols also reported that the revenues from the public copying and printing fees would also go into the city's General Fund. The Library Finance Director identified a \$125,000 augmentation to the Library's Budget to fund the Tool Lending Center and noted that there would be an overall \$372,000 increase in the Library's proposed budget. Mr. Nichols reported the budget as \$78.1 million with a breakdown of \$54.298 million for operating expenditures and a \$23.820 million capital budget for 2002/02. The Finance Director then outlined step by step the process that would lead to a final budget approved by the Board of Supervisors and signed by the Mayor by August 1. The City Librarian informed the Commissioners that there could be additional changes related to ongoing negotiations concerning retirement costs givebacks by labor.

Public comment on AGENDA ITEM #4 2002/03 BUDGET UPDATE

omm An anonymous member of the public noted that they had been unable to find copies of the slides presented on the budget at the rear of the auditorium and that it was their belief that the Library was being compelled to shoulder costs with Library Preservation Fund in a way that was not supposed to happen. This person noted that funding the Tool Lending Center had been controversial and that a decision to fund it with library funds despite the position taken by Library Commission was not consistent with the priorities for more books and hours for libraries (in Prop. E Library Preservation Fund). Mr. Peter Warfield found the presentation difficult to follow and suggested that there was only a small increase for books in a budget that had significant overall increases in spending. Mr. Warfield commented that he did not see increases in spending for books and more hours and indeed amounts for books seemed to be going down.

Commission comment on AGENDA ITEM #4 2002/02 BUDGET UPDATE

In response to questions by Vice President Steiman, Mr. Nichols explained the shift in the structure of how Children and Youth Services Fund programming was funded and how some of these programs were shifted to the Library Budget. Vice President Steiman remarked that she felt that the spirit of Prop. E (Library Preservation Fund) was being creatively circumvented and that she was not happy about this. Vice President Steiman commented that this created a very bad precedent and that it was unlikely that the costs of funding these programs would ever be shifted away from the Library in the future. She additionally noted that the reality of further state budget reductions and General Fund revenue shortfalls did not offer a good outlook for the future but that a message needed to be sent to leave library funding alone. In response to a query regarding what would happen if the budget was not approved by August 1, Mr. Nichols reported that the Board of Supervisors would adopt an interim funding ordinance until the final approval of the

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

budget. President Higuera noted that there were some very innovative ways being developed to address the revenue shortfall but that the Library needed to consider ways it could use to recoup the funds outside of the Prop. E revenue stream. He noted that in the final analysis the decision to reallocate the funds was a fiscal policy decision of the city. Commissioner Bautista observed that she had become aware of the popularity of the Tool Lending Center and suggested that its funding should be continued.

AGENDA ITEM #5 AFFINITY CENTERS REPORT

City Archivist Susan Goldstein, Manager of the San Francisco History Center provided the Commissioners with an update of recent programming and activities at the History Center. She called particular attention to work done to make the mayoral papers and documents of the administrations of former Mayors Robinson, Christopher, and Alioto available at the History Center and on the website. Ms. Goldstein reported that the official papers of Mayors Shelley, Jordan and Agnos were undergoing preparation would be available in the near future. The History Center Manager informed the Commissioners about current exhibits including "We are Still Here" an exhibit featuring the experiences of a survivor of the 1906 Earthquake and Fire, an exhibit of early glass plate negatives of the Greek American Community, and concerning San Francisco History Walks. The City Archivist then discussed at some length the popular "Shades of San Francisco" program where photo days are held at branch libraries providing an opportunity for neighborhood residents to bring in historic family photos of their neighborhood and have them copied and preserved in the Library's collections of local history at the Main Library and at their local branch. Ms. Goldstein reported very successful "Shades " programs had been held at the Western Addition, Mission, and Ocean View Branch Libraries. Ms. Goldstein reported that her staff was working on a Shades Exhibit and hoped to publish the Library's own "Shades of San Francisco" collection. Ms. Goldstein also indicated that the San Francisco History Center was conducting a survey of historical materials in the branch library collections.

Mr. Gardener Haskell, Main Library 5th Floor Manager then gave the Commissioners an update on recent activities at the Wallace Stegner Environmental Center. Mr. Haskell called attention to programming oriented to examining and understanding the environment in San Francisco, the Bay Area, and California in context of their place in the global environment. The 5th Floor Manager noted that Stegner Center programs focused on local issues to bring in and engage the environmental community as library users through use of well known speakers and presentations on topics of strong local interest. Mr. Haskell cited the recent "Farley: Eco Warrior" exhibit, an exhibit on the "Wild Sea Lions of Pier 39", and "Parrots of Telegraph Hill" as examples of recent very popular and successful Stegner Center programs. Mr. Haskell highlighted how the Stegner Center was able to combine many elements of the library's services in programming around local author Mark Bitner's the Parrots of Telegraph Hill including gathering specialized books on wild parrots and even including a documentary video.

President Higuera called for a brief recess at 6:13PM.

President Higuera left the meeting during the recess.

The Commission returned to session at 6:23PM

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Public comment on AGENDA ITEM #5 AFFINITY CENTERS REPORT

An anonymous member of the public noted that the centers' work were the kind of things that people believed that the Library was all about. This person noted that the Library had done oral history programs that could be combined with the photos now being gathered. Mr. Ed Regan suggested that these historic photographs be displayed in senior citizens rooms in each branch library. Mr. Peter Warfield commented that the reports highlighted the Library's collections, provided insight into with collecting local history, provided information for projects such as writing autobiographies, and called attention to their use as a springboard for other projects.

Commission comment on AGENDA ITEM #5 AFFINITY CENTERS REPORT

In response to questions by Commissioner Bautista, Ms. Goldstein discussed in some detail how the Library had digitized more than 30,000 of its collection of historic photographs and that these could be viewed on the web. The City Librarian reported that each of the "Shades" projects cost roughly \$10,000 and that the staff planned more such neighborhood history projects as funds became available. Commissioner Bautista suggested outreach to neighborhood merchant groups as a likely source for such funding. Commissioner Coulter expressed his appreciation for the good work that the centers were doing and recommended renewed outreach to the original donors who had contributed to creation of the centers as a source for continued funding for program activities. Commissioner Coulter noted the critical importance of the History Center. Commissioner Swig noted that large numbers of people would be interested in and supportive of these programs. Vice President Steiman called attention to the importance of keeping neighborhood archives, such as in the Glen Park Branch, and suggested that those collections be digitized as well and that making them available could be a good way to expand outreach into the neighborhoods.

AGENDA ITEM #6 LIBRARY SECURITY REPORT

Library Security Chief Rachel MacLachlan provided the Commission with an extensive overview of Library security issues as they had unfolded following the Commission's adoption of revised Guidelines for Library Use. Ms. MacLachlan reported that the new guidelines had been of significant help to security staff in fairly and impartially enforcing rules when confronted with difficult behavior by library users. The Library Security Chief noted that the increased security resources provided to the Branches in the budget had significantly improved her staff's ability to quickly respond to security issues at branch libraries. In particular Ms. MacLachlan reported on the security issues experienced by large branches such as Chinatown in contrast to the less difficult problems at smaller branches. The Library Security Chief noted that implementation of the time-out software should eliminate a major source of disputes between library users that security staff had to address. Ms. MacLachlan discussed in great detail how her staff would have responded had they been notified at the time it occurred to a situation reported in a letter to the Board of Supervisors by a library user who witnessed another user urinating in a Main Library elevator. Ms. MacLachlan further discussed how her staff attempted to address the spill over of social problems in the Civic Center area that affected the Main Library. The Library Security Chief then outlined how she proposed to deploy security staff in the branches to

provide an even higher level of security and managed her staff schedules so that all security staff were cross trained to be able to handle problems in the Main Library or at a branch. Ms. MacLachlan also noted that she was working closely with the staff at Chinatown and other branches to identify better ways to address their security concerns.

Public comment on AGENDA ITEM #6 LIBRARY SECURITY REPORT

An anonymous member of the public expressed appreciation the report included information on the incident reported to the Board of Supervisors. This individual suggested that none of these issues occurred in a vacuum but resulted from serious systemic social problems that were then left up to security staff to address. Mr. Ed Regan found the presentation good and recommended installation of security devices at branch libraries. Mr. Regan requested a report on all books lost or stolen and recommended creation of a security room at each branch library that could also respond to problems in the neighborhood. Mr. Peter Warfield expressed appreciation for the detailed report and suggested that the Library find ways to use silent alarms or at least lower the sound level of the anti-theft devices currently in use. Mr. Warfield expressed concerns with the implementation of the time out software noting privacy concerns and other issues.

Commission comment on AGENDA ITEM #6 LIBRARY SECURITY REPORT

Vice President Steiman commended the thorough and detailed nature of the report and thanked security staff for their outstanding effort to promote the safety of all library users.

AGENDA ITEM #7 ILS EVALUATION REPORT

(Explanatory document: ILS process update report)

Deputy City Librarian Paul Underwood presented an overview of the ongoing efforts to evaluate the various integrated library systems (ILS) that are under consideration by the Library. Mr. Underwood discussed in detail the RFP (Request For Proposals) process being used and process to be used by the staff evaluation panels to consider and evaluate the different systems. Mr. Underwood then outlined the public participation element in the ILS evaluation process and identified various dates when evaluation session would be held.

Public comment on AGENDA ITEM #7 ILS EVALUATION REPORT

An anonymous member of the public observed that they wished that they had had more to say but that the proposal was not sufficiently detailed. This person commented: that they found the low point value assigned to costs shocking; that the various panels would make decisions based on criteria not known to the public; that the public input was not subject to defined criteria; and that there was insufficient evaluation of what kind of system might best for the greater number of users. The anonymous member of the public recommended that there be a detailed evaluation of the benefits of each option presented when the Commission is asked to approve selection of a system instead of use of a system based on subjective evaluations. Mr. Peter Warfield spoke about his understanding of the process to date and

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

20) found it lacking in public input. Mr. Warfield requested details of previous evaluations including the scoring used and expressed a desire that the public be asked to make suggestions. Mr. Warfield noted that he believed that a new catalog was being sought because of the problems with the current catalog.

Commission comment on AGENDA ITEM #7 ILS EVALUATION REPORT

In response to Commissioners' comments the Deputy City Librarian outlined how the public would have the opportunity to look at various other library's systems and noted that the requirement of the RFP process mandated a structured type of public input. Mr. Underwood noted that the staff had been very careful and thoughtful in developing criteria set out in the RFP, (Request for Proposals) so that the specific needs of the Library would be matched against the capacities of the various systems under consideration. Mr. Underwood reported that a staff recommendation should be ready for the Library Commission's review at its August meeting.

AGENDA ITEM #8 FRIENDS AND FOUNDATION REPORT

mm Martín Gómez, Executive Director of the Friends & Foundation, reported to the Commission on the Friends & Foundations 2002/03 grant of \$485,000 in gifts to the Library. Mr. Gómez called the Commissioners' attention to a supplemental gift of \$130,00 for the Hormel Center and reported on greater outreach efforts by a Friends & Foundation funded outreach coordinator for other Library affinity centers. Mr. Gómez noted that the Friends & Foundation proposed to support future "Shades " programs but that their current #1 priority was the Capital Campaign for the Branch Libraries. The Friends & Foundation Executive Director informed the Commissioners of upcoming book sales and Friends & Foundation supported events at the Library.

Public comment on AGENDA ITEM #8 FRIENDS AND FOUNDATION REPORT

An anonymous member of the public remarked that as soon as something good about the library is identified it is turned into an opportunity for private fundraising. This individual also commented that dehumanization in society leads to graffiti and defacement and one does not exist without the other.

AGENDA ITEM #9 LABOR UNION REPORT

None offered.

AGENDA ITEM #10 NEW BUSINESS

None offered

Agenda item #11 PUBLIC COMMENT

Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight seven days per week. Mr. Warfield found the Chair's ruling that no public comment would be taken on the New Business item unfortunate and expressed appreciation

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

for Vice President Steiman's remarks in defense of Prop. E funds being reserved for library uses. An anonymous member of the public wondered how good faith could be defined in the Proposition E (Library Preservation Fund) discussion and observed that they had many times commented that the Library was invested in keeping the Library Commission ignorant of what was going on. The anonymous member of the public found the Commission resistant to public comment and suggested that it defamed and ridiculed people, created barriers, and then blamed the victim. This anonymous member of the public commented on what they believed distinguished business and protected philanthropy. This person noted that they had thought themselves exempt, but that not one escapes and once becoming aware one sees it everywhere.

AGENDA ITEM #12 ADJOURNMENT

MOTION: by Commissioner Coulter, seconded by Commissioner Bautista that the meeting be adjourned.

ACTION: AYE 4-0 (Bautista, Coulter, Steiman, and Swig)

The meeting was adjourned at 7:37PM.

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Michael Housh, Commission Secretary 8/7/02

Minutes of the regular Commission Meeting of June 4, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, June 4, 2002

Item 1:

Approval of the Minutes of May 7, 2002

“The citizen summaries are now on the website. They are not ‘included’ in any broad definition of that term, but your treatment of the summaries pushed ‘include’ to the breaking point anyway. If one persists they can be found and there is no contention that they are treated equally.

To show how the meaning has been drained from these minutes I have two examples.

First, Mr. Regan is quoted as saying that he is accurately reported. What he actually said was that his comments about the naming policy for branches be limited to living persons who have consented was not adequately reported and president Higuera's acknowledged him comment. So the meaning has been extracted.

Similarly, commissioner Coulter made a comment about a naming of a building for a U.S. Senator who was later indicted. The omission of that comment drains Mr. Coulter's comment of meaning.”

Minutes of the regular Commission Meeting of June 4, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, June 4, 2002

Item 2:

City Librarian's Report

"There seemed to be more items not on the agenda than on the agenda for this item.

This video is well done if you are looking for an example of distorted propaganda. The quintessential example is turning down the aperture and then claiming that the light is dark. There use to be a movie technique called 'day for night' and it looked like night in the daytime. I hope it does not fool anyone.

I am gratified with the legal precedent that restriction of adult access that is too broad renders something unconstitutional.

I note the upcoming workshop in Richmond is not called a 'charette.' There was no mention of the activities on Thursday and Sunday which are of the essence and you should be aware of those as well. This will be watch closed to see how much attention is given to the neighborhood compared to the money raisers."

20)

Minutes of the regular Commission Meeting of June 4, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, June 4, 2002

amr

Item 3:

Library Facilities Naming Policy

"If a meeting room is not a library facility following the dictionary I would be very much surprised.

The honors that have been accorded to Mayor Brown are not lacking.

Let me get even more candid. When we named the Eureka Valley Branch for Harvey Milk, one commissioner voted against it. The reason she gave was that she had lost several members of her immediate family in Jonestown. She felt that Harvey Milk had acquiesced by inaction in that situation and she did not feel that Mr. Milk should be honored.

If acquiescing by action was grounds for condemnation, none of us would survive.

There is very little that is not controversial to someone. Even Sally Brunn failed to ask questions at a time when they should have been asked. The way to assure that the library is for everyone is to not name libraries for individuals."

Minutes of the regular Commission Meeting of June 4, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, June 4, 2002

Item 4:

Library 2002/2003 Budget Update

"We were told that copies of the presenter's slides are available in the back of the room. I could not find them.

If I understand this, what is euphemistically referred to as a 'revenue share' is actually taking the library's beneficial situation with respect to the Library Preservation Fund and making that shoulder the burden on the general fund.

That is exactly what is not supposed to happen. The fund does not make up for cuts in general fund support. Particularly, the children's fund share is a formula calculated by the city following the legislation. If that has gone away because the Library Preservation Fund is helping, that is not supposed to happen.

The tool lending center has been controversial and the commission has taken a position. An increase in that support without your consent simply because it can happen, is not consistent with the priority for books and hours."

20)

Minutes of the regular Commission Meeting of June 4, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, June 4, 2002

ammm

Item 5:

Affinity Centers Report

"It should not be lost on you that this is the kind of thing that most people assume the library is all about.

I am reminded that the library once did an oral history project and it would be interesting to have that tied in with some of the work with photographs now.

I have heard the story of the wild parrots a number of times." There appears to be a colony in Delores Park.

The point is that this kind of work is what speaks to people as what a library really is."

Minutes of the regular Commission Meeting of June 4, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, June 4, 2002

Item 6:

Library Security Issues Update

"I am grateful that the presenter acknowledged the incident which precipitated this item, which was a patron witnessing an incident of public urination and writing directly to the Board of Supervisors.

It is a shame that you do not have the resulting correspondence before you.

None of this happens in a vacuum. Problems like this are the result of huge systemic social problems that are a reflection of political and social neglect in our system. The society has become polarized and what we see in terms of mental health and self-medication is a distortion of addressing those problems in a direct way so that they end up falling on security personnel who can only address symptoms.

This is difficult because we want security for ourselves, but at the same time we have to recognize that people have real problems and they need compassion and attention."

20)

Minutes of the regular Commission Meeting of June 4, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, June 4, 2002

omm)

Item 7:

ILS Evaluation Process Report

"I wish I had more to say about this.

What have before us is a rather disembodied proposal. It includes a point system and it is kind of shocking the cost factor is such a minor consideration.

What concerns me is that the various panels will be deciding based on criteria that no one knows anything about. While there is provision for public input, it also is not subject to any criteria.

Someone decides it is better, but is it better because it is easier to learn, yields better results or a greater number people can gain facility with it? When this comes before the commission, I would like to see some detail about what the library staff considers a good package and what factors they are looking for.

Rather what we see is a point system that will be based on subjective evaluation."

Minutes of the regular Commission Meeting of June 4, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, June 4, 2002

Item 8:

Friends and Foundation Report

"As soon as we find something positive in the library, something that speaks to the library's role in preserving our past and making it available, someone suggests that it should be turned into an advantage for a private group who seeks to raise money for their own purposes.

I think that should not be encouraged. The virtues of the library should stand alone and they should not be turned into opportunities for other people to raise money for themselves.

There is some resonance with the previous security report. I wonder if the date of the public urination was the same date that the library closed early and people were asked to leave before closing time so that Foundation could hold a black-tie fund-raising party.

People sense the dehumanization in our society and that leads to the unintended consequences of graffiti and defacement. You can't have the one without the other."

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, June 4, 2002

omm
Item 11:

Public Comment

"The previous speaker reminds of the Proposition E discussion and I wonder how 'good faith' would be defined in that context.

I have made a number of comments about the library's investment in keeping this library commission ignorant of what is going on. It is something that we have seen again and again.

You are resistant to public comment. You defame and ridicule people, and then you turn around and say, 'we're civilized.' That is an innuendo that fosters the barriers in society. When one becomes aware of this, one sees it everywhere.

It distinguishes business from other interests. It is what protects philanthropy. It creates barriers to access, information and participation. And then you blame the victim. I thought that I would not be subjected to this because of my heritage and abilities. In fact no one escapes this. And once you have insight into this, you see it everywhere."

San Francisco Public Library Commission Policy Manual

Library Facilities Naming Policy

Policy #601

Section: Facilities

Adopted: June '96

Revised: June '02

It is the policy of the San Francisco Public Library to name libraries according to geographic location and to identify each branch facility with the neighborhood where it is located or the neighborhood it primarily serves. This Policy enables anyone interested in finding a library to easily ascertain its location by its geographic or neighborhood name.

It shall be the general policy of the San Francisco Public Library not to name any library facility for any person, living or deceased. However, in the rare instance where there are reasons so compelling that adding the name of a person to the geographic name of a specific branch library, or to another library facility, may be appropriate, it shall be the policy of the San Francisco Public Library not to name any library facility for any living person, or for any person deceased less than one year. This restriction permits the Library Commission to evaluate the lifetime contributions and accomplishments of a proposed honoree, and protects from making decisions in reaction to transitory or emotional considerations.

The Library Commission shall approve adding the name of a person to the geographic name of a specific branch library, or to another library facility only where:

- the proposed honoree is associated with a myriad of services and had dedicated a substantial amount of energy, time, resources, leadership and volunteer service to improve and benefit the San Francisco Public Library system or the library facility in question. The depth and breadth of the contributions must be obvious and compelling and must reflect a dedication and beneficence to the the San Francisco Public Library system or the library facility in question over a great span of time;
- there must be a strong consensus among library users and, in the case of branch libraries, residents of the surrounding neighborhood, to add the name of the proposed honoree to the library facility in question;
- the proposed honoree should reflect the spirit of the San Francisco Public Library's mission of free and equal access to information for all;
- the new name should avoid controversy and not carry the banner of a transitory cause, no matter how worthy, but rather, reflect the tradition and stability of the Library as an institution, and
- it must be in the public interest to approve the proposed name.

In summary, adding the name of a person to a library facility is reserved for the rare individual whose dedication and service to the San Francisco Public Library system or the library facility in question is extraordinary, unique and of the highest quality.

PROCEDURES FOR EVALUATING PROPOSALS TO ADD THE NAME OF A PERSON TO THE GEOGRAPHIC NAME OF A LIBRARY FACILITY

1. Any member of the Library Commission or member of the public may propose a name to be added to the geographic name of a specific branch library, or to another library facility, by submitting a request in writing to the Library Commission, or by making an oral request during public open time at any regularly scheduled meeting of the Library Commission. The proponents of the name addition must submit thorough and rigorous written research demonstrating that the proposed honoree meets the stringent criteria set forth in this Policy.
2. The President of the Library Commission, in his or her sole discretion, shall determine whether a proposal is sufficiently documented to warrant further consideration by the Library Commission. Where a proposal does not appear to meet the criteria of this Policy, or where the proposal lacks sufficient documentation to determine whether it satisfies the criteria, the President shall advise its proponents of the deficiencies and provide a reasonable opportunity for the proponents to supplement the request. The President shall keep the Library Commission advised as to the existence and status of pending naming requests.
3. The President of the Library Commission shall place any proposal that appears to meet the criteria set forth in this Policy on the Library Commission agenda for general discussion and public comment at one or more regular or special meetings of the Library Commission. Where the proposal involves a branch library, the President shall schedule a meeting in the branch library facility for which the name is proposed or elsewhere in the neighborhood served by such facility, to obtain direct testimony from members of the public living in the neighborhood of the facility.
4. At any time after giving proponents of the name addition and the public an opportunity to be heard, after obtaining direct neighborhood testimony (in the case of branch library proposed name additions), and upon proper notice, the Library Commission shall call for a vote on the issue of whether the proposal meets the criteria set forth in this Policy and whether it is in the public interest to add the proposed name to the geographic name of a neighborhood branch library, or to another library facility. The affirmative vote by a majority of the members of the Library Commission shall be required to approve the addition of a person's name to a library facility. In all cases involving branch libraries, the geographic name of the facility shall precede the honorific name.
5. The Library Commission shall, either at the time it approves the addition of an honorific name, or in a subsequent meeting, designate the method of display of the name addition, which may be by exterior building signage, interior plaque, or any other means appropriate to the specific site. The party who proposed the name to be added to the geographic name of a branch library or other library facility shall bear all costs associated with adding the honorific name, including staff time and material expenses, unless the Commission finds it in the public interest to waive this requirement in whole or in part.



San Francisco Public Library

BUDGET REPORT LIBRARY COMMISSION

June 4, 2002

MAYOR'S BUDGET

- Balanced budget submitted to BoS – “Fair budget for tough times.”
- Reflects Mayor's priorities for services and service reductions necessary to close GF budget gap.
- Shortfall = \$175 million; \$117 million on May 1st; Governor's May Revise added \$25 million + to City's shortfall.
- Budget balanced through service cuts, fee increases, fund shifts, contract adjustments.
- Mayor's spending plan subject to review and approval by the BoS.

LIBRARY'S BUDGET

- GF down; Property Tax up = net growth in Prop E revenue (\$3.8 million over 2 years).
- No program or service reductions resulting from revenue shortfalls.
- MOU salary & fringe fully funded within Library baseline revenue - No need to cut programs to fund increases.
- Program & Service enhancements funded.
- DCYF Fundshift and revenue capture to help address GF shortfall.

GENERAL FUND REVENUE CAPTURE

Interlibrary Loan/Direct Loan (new)	\$349,000 /a
Public Copying/Printing Fees (new)	\$180,000
Eliminate DCYF funding (shift to LPF)	<u>\$452,000</u>
TOTAL	\$981,000

a/ \$279,000 one-time; \$70,000 ongoing.

2002-03 Budget

<u>\$78,118,000</u>	Total
\$54,298,000	Operations
\$23,820,000	Capital

OPERATIONS BUDGET

Proposed Budget (Commission) \$53,926,000

Mayor's Changes

Retirement	-485,000
Book Budget	250,000
Public Copy/Print	370,000
Delivery Truck	45,000
Tool Center	125,000
Work Orders	41,000
Miscellaneous	<u>26,000</u>
Subtotal, Changes	\$372,000

Revised Budget (Operations) \$54,298,000

CAPITAL IMPROVEMENT BUDGET

Branch Improvement Bond Program	\$23,300,000

Branch Maintenance & Repair Program	\$240,000

Branch Phone System Replacement	\$280,000

TOTAL	\$23,820,000

LIBRARY BUDGET ENHANCEMENTS

Operations Budget

- **Technology** (ILS, WAN, equipment replacement).
- **Public Service** (Book budget, Public Copy & Print Program, translation services, Tool Lending Center)
- **Equipment** (Express checks, microfiche machines, delivery truck)
- **Staffing** (Techn Svcs conversion, Automation relcass, Project Read conversion, Mission Bay Librarian, Youth Guidance Center Librarian)

Capital Budget

- Branch Bond Program
- Branch M&R Projects
- Branch Phone System Upgrades

REVENUE (in millions)

OPERATING REVENUE

Revenue Source	Commission's Budget	Mayor's Budget	Change
Property Tax	\$19,421	\$22,189	\$2,768
General Fund	\$31,690	\$30,832	-\$,768
Other	\$362	\$552	\$0
Reserve	\$1,901	\$,725	-\$1,176
DCYF	\$,452	\$0	-\$,452
Total	\$53,926	\$54,298	\$.372

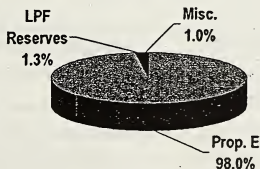
Other Revenue includes \$57,000 State Literacy Grant;
\$330,000 Fuhrman Trust Fund; \$165,000 State Prop Tax relief.

General Fund includes Dept revenue, State PLF, GF Transfer

Operating Revenue 2002-03

Prop. E Sources

Property Tax
\$22,189
General Fund
\$30,832
Total
\$53,021 million



LPF Reserves = Allocation from unappropriated balance available in the Library Preservation Fund (\$725,000)

Miscellaneous = State Literacy Grant (\$57,000), Fuhrman Trust Fund (\$330,000), miscellaneous (\$165,000).

NOTE: Operations budget only. Display excludes Branch Bond Funds.

PROPOSITION E SOURCES

SOURCES	Commission's Budget	Mayor's Budget	Change
Balance Available	\$ 3,606,387	\$ 4,782,976	\$ 1,176,589
Revenue			
Property Tax	\$ 19,619,148	\$ 22,407,000	\$ 2,787,852
General Fund	\$ 31,921,575	\$ 31,423,094	\$ (787,478)
Fund Balance	\$ 1,901,416	\$ 724,827	\$ (1,176,589)
Total	\$ 53,442,139	\$ 54,265,924	\$ 823,785
Total Sources	\$ 57,048,526	\$ 59,048,900	\$ 2,000,374
Expenditures	\$ 53,606,874	\$ 54,430,924	\$ 824,050
Balance, Carried F	\$ 3,441,652	\$ 4,617,976	\$ 1,176,324
	6.4%	8.5%	

NEXT STEPS...

• June 3, 2002	Mayor releases budget
• June 4 - June 19	Budget Analyst review
• June 20, 2002	Budget Committee Hearing
• June 27, 2002	Budget Committee Hearing
• July 1, 2002	Fiscal year begins
• August 1, 2002	Board adopts budget



San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

TO: Library Commission

FROM: Paul Underwood *Paul*
Deputy City Librarian

SUBJECT: Replacement of the Integrated Library
System - Update on process

DATE: May 29, 2002

Background

The San Francisco Public Library issued a Request for Proposal (RFP) for an Integrated Library System on January 2, 2002, with a submission deadline of March 15, 2002. Four vendors provided proposals in response to the RFP.

Evaluation of the vendors' proposals will be completed in several stages. Each stage is being scored separately, with the total number of points available for all stages set at 175.

Evaluation Process

The stages of evaluation are outlined below:

Expert Reader Panels (50 points)

Ten panels comprised of staff members and one representative from another Bay Area public library system, have reviewed and scored designated portions of the application functions described in the vendors' proposals. The panels included: General Functions; Authority Control, Cataloging and Inventory; Acquisitions and Serials; Community Information and Digital Files; Circulation and Homebound; Online Public Access Catalog (OPAC); Blind and Physically Handicapped; Standards; Configuration; and Technical Issues.

Vendor Demonstrations (35 points)

- **Staff Input:** Each vendor presented their demonstrations of all applications to San Francisco Public Library staff. The demonstrations were held the week of May 20th, 2002. An Expert Demonstration Panel attended the demonstrations and rated the vendors on functionality and usability features. Staff observers, who could attend part or all of the demonstrations, also provided input through the use of an information form. The completed observer forms will not be part of the official scoring, but will serve as information for the Business Review Panel.

- Public Input: At the June 4, 2002 Library Commission meeting, a flyer will be available outlining how members of the public will be able to participate in review of the vendors' products. Interested members of the public will be asked to register to become part of the public input process to be held on June 18. Each registered member of the public will be required to complete a Conflict of Interest form prior to being allowed to participate. On June 18th, registered members of the public who have also signed the Conflict of Interest form will be able to review the vendors' products in the Training Room, located on the Fifth Floor of the Main Library. An information form will be available for participants to complete on each vendors product package. Hours of access are 10:00 a.m. to 8:00 p.m. on June 18.

The information forms will be forwarded to the Site Visit Panel as additional input. Points from the public input process will be included with the points of the site visits of the Site Visit Panel. Public input is not incorporated into the 35 points available for this stage (Vendor Demonstrations) for each vendor's demonstration. The 35 points are available only to the Expert Demonstration Panel, comprised of staff.

- Additionally, the library's homepage will have a link available as of June 4 that will allow anyone to access each of the vendors' product packages via the web. No information can be gathered from this feature, as determined by the Office of the City Attorney.

Site Visits (15 points)

The Site Visit Panel, comprised of staff, will visit public libraries that have installed systems of each of the vendors and rate the performance and dependability of the systems. This process is scheduled to be completed by the end of June 2002.

Business Review Panel (50 points)

This panel includes San Francisco Public Library managers and one outside representative (from DTIS). The panel will rate the following items:

▪ Configuration Requirements (response time, transaction load)	20 points
▪ Business Information (experience, customer support, training, technical capacity, qualifications, documentation)	15 points
▪ Implementation Schedule	15 points

Cost/Fee Proposal (25 points)

The vendor that proposes the lowest cost to the city (x) will receive 25 points. The other cost proposals will receive $x/y * 25$ points.

At the end of the evaluation process, the top-rated vendor will be recommended for selection to the Library Commission. It is anticipated that the recommendation will come before the Library Commission in August 2002.



DOCUMENTS DEPT.

San Francisco Public Library Commission

100 Larkin Street, San Francisco, CA 94102

Phone 415.557.4233, Fax 415.557.4240

JUN 17 2002

SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING*

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, June 20, 2002

TIME: 4:00 PM

PLACE: Koret Auditorium, lower level
Main Library, Civic Center

AGENDA:

Willie L. Brown, Jr.
Mayor

Charles A. Higuera, A.A.
President

Carol Steiman
Vice President

Jelen Marte Bautista

Donnie K. Chin
Steven A. Coulter
Iran A. Streets
Darlan W. Swig
Commissioners

Jusan Hildreth
City Librarian

Michael Housh
Commission Secretary

1. BOND PROGRAM MANAGER'S REPORT DISCUSSION

(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)

This report will consist of: *an informational presentation*: no presentation; *regular reports*: program budget and schedule; site acquisition, active projects; and upcoming community outreach; and *special reports*: no presentation.

Explanatory documents: current Bond Program Budget and detailed schedules

2. RICHMOND BRANCH DESIGN RECOMMENDATION ACTION

Presentation of, discussion of, and possible action to approve a design concept for the Richmond Branch Library.

Explanatory document: proposed design recommendation report

3. PURCHASE & SALE AGREEMENT: MISSION BAY DISCUSSION

Presentation of and discussion of a proposed Purchase and Sale Agreement for the new Mission Bay Branch Library.

Explanatory documents: summary of Purchase & Sale documents

4. PURCHASE & SALE AGREEMENT: GLEN PARK DISCUSSION

Presentation of and discussion of a proposed Purchase and Sale Agreement for the new Glen Park Branch Library.

Explanatory documents: summary of Purchase & Sale documents



5. **APPROVAL OF THE May 3, 2002 MINUTES** **ACTION**
Presentation of, discussion of, and possible action to approve the Minutes of the special Commission meeting of May 3, 2002.
Explanatory document: draft minutes
6. **APPROVAL OF THE May 16, 2002 MINUTES** **ACTION**
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of May 16, 2002 with its continuation on May 21, 2002.
Explanatory document: draft minutes
7. **APPROVAL OF THE May 21, 2002 MINUTES** **ACTION**
Presentation of, discussion of, and possible action to approve the Minutes of the special Commission meeting of May 21, 2002.
Explanatory document: draft minutes
8. **BLIP ADVISORY COMMITTEE REPORT** **DISCUSSION**
(This item is to allow the Branch Library Improvement Bond Program Advisory Committee to inform the Commission of their current and proposed activities.)
9. **PUBLIC COMMENT** **DISCUSSION**
(This item to allow members of the public to comment on matters within the commission's purview as well as introduce new agenda for the commission's consideration.)
10. **ADJOURNMENT (motion and public comment required)** **ACTION**

* Public comment will be taken before or during the Library Commission's consideration of each agenda item.

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at <http://sfpl.lib.ca.us/>. 6/12/02 - M. Housh, Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETINGS POLICY

TO ENSURE THE PARTICIPATION OF THE DISABLED PUBLIC IN ALL COMMISSION PUBLIC MEETINGS, THE FOLLOWING ITEMS CONCERNING ACCESSIBILITY WILL BE AVAILABLE:

SIGN LANGUAGE INTERPRETERS OR NOTE TAKERS WILL BE AVAILABLE UPON REQUEST. PLEASE CONTACT SERVICES FOR THE DEAF AND HEARING IMPAIRED AT 415/557-4433 (TDD) OR 415/557-4434 (VOICE) AT LEAST 72 HOURS PRIOR TO THE MEETING. LATE REQUESTS WILL BE HONORED IF POSSIBLE.

A SOUND ENHANCEMENT SYSTEM WILL BE AVAILABLE UPON REQUEST AT THE MEETINGS. PLEASE CONTACT SERVICES FOR THE DEAF AND HEARING IMPAIRED AT 415/557-4433 (TDD) OR 415/557-4434 (VOICE) AT LEAST 72 HOURS PRIOR TO THE MEETING. LATE REQUESTS WILL BE HONORED IF POSSIBLE.

A PERSON WHO IS DEAF OR HEARING IMPAIRED MAY GAIN MEETING INFORMATION PRIOR TO THE MEETING BY CALLING 415/557-4433 (TDD) OR 415/557-4434 (VOICE). IN ADDITION, THE CALIFORNIA RELAY SERVICE CAN BE USED BY INDIVIDUALS WITH HEARING AND SPEECH IMPAIRMENTS BY CALLING 1-800/735-2929 (TDD) OR 1-800/735-2992 (VOICE).

MINUTES OF THE MEETINGS ARE AVAILABLE IN ALTERNATIVE FORMATS. IF YOU REQUIRE THE USE OF A READER DURING THE MEETING, PLEASE CONTACT THE LIBRARY FOR THE BLIND AND PRINT HANDICAPPED AT 415/557-4253 AT LEAST 72 HOURS IN ADVANCE OF THE NEED.

INDIVIDUALS WITH SEVERE ALLERGIES, ENVIRONMENTAL ILLNESS, MULTIPLE CHEMICAL SENSITIVITY OR RELATED DISABILITIES SHOULD CALL THE ACCESSIBILITY HOTLINE AT 415/554-8925 TO DISCUSS MEETING ACCESSIBILITY. IN ORDER TO ASSIST SAN FRANCISCO'S EFFORTS TO ACCOMMODATE SUCH PEOPLE, ATTENDEES AT PUBLIC MEETINGS ARE REMINDED THAT OTHER ATTENDEES MAY BE SENSITIVE TO VARIOUS CHEMICAL-BASED PRODUCTS. PLEASE HELP THE CITY TO ACCOMMODATE THESE INDIVIDUALS.

LIBRARY COMMISSION MEETINGS WILL BE HELD AT THE MAIN LIBRARY, 100 LARKIN STREET AT GROVE, LOWER LEVEL, KORET AUDITORIUM, EXCEPT WHEN OTHERWISE NOTICED. THE COMMISSION MEETING ROOM IS WHEELCHAIR ACCESSIBLE. THE CLOSEST ACCESSIBLE BART STATION IS CIVIC CENTER. THE ACCESSIBLE MUNI LINE SERVING THIS LOCATION IS THE #19 POLK. FOR INFORMATION ABOUT MUNI'S ACCESSIBLE SERVICE, PLEASE CALL 415/923-6142.

THERE IS ACCESSIBLE PARKING AVAILABLE AT 355 McALLISTER, CIVIC CENTER PLAZA GARAGE. CALL 415/863-1537. ACCESSIBLE SEATING FOR PERSONS WITH DISABILITIES (INCLUDING THOSE USING WHEELCHAIRS) WILL BE AVAILABLE AT MEETINGS.

THE RINGING OF AND USE OF CELL PHONES, PAGERS AND SIMILAR SOUND-PRODUCING ELECTRONIC DEVICES ARE PROHIBITED AT THIS MEETING. PLEASE BE ADVISED THAT THE CHAIR MAY ORDER THE REMOVAL FROM THE MEETING ROOM OF ANY PERSON(S) RESPONSIBLE FOR THE RINGING OR USE OF A CELL PHONE, PAGER, OR OTHER SIMILAR SOUND PRODUCING ELECTRONIC DEVICES.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

GOVERNMENT'S DUTY IS TO SERVE THE PUBLIC, REACHING ITS DECISIONS IN FULL VIEW OF THE PUBLIC. COMMISSIONS, BOARDS, COUNCILS AND OTHER AGENCIES OF THE CITY AND COUNTY EXIST TO CONDUCT THE PEOPLE'S BUSINESS. THIS ORDINANCE ASSURES THAT DELIBERATIONS ARE CONDUCTED BEFORE THE PEOPLE AND THAT CITY OPERATIONS ARE OPEN TO THE PEOPLE'S REVIEW.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (CHAPTER 67 OF THE SAN FRANCISCO ADMINISTRATIVE CODE) OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, THE SUNSHINE ORDINANCE TASK FORCE, CITY HALL, ROOM 244 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO, CA 94102-4689 OR AT 415/554-7724 PH. 415/554-5163 FAX AND WEBSITE AT DONNA_HALL@CI.SF.CA.US. COPIES OF THE SUNSHINE ORDINANCE CAN BE OBTAINED FROM THE CLERK OF THE SUNSHINE TASK FORCE, THE SAN FRANCISCO PUBLIC LIBRARY AND ON THE CITY'S WEBSITE AT WWW.CI.SF.CA.US/BDSUPVRS/SUNSHINE.

SAN FRANCISCO LOBBYIST ORDINANCE

ATTENTION: INDIVIDUALS AND ENTITIES THAT INFLUENCE OR ATTEMPT TO INFLUENCE LOCAL LEGISLATIVE OR ADMINISTRATIVE ACTION MAY BE REQUIRED BY THE SAN FRANCISCO LOBBYIST ORDINANCE (SF ADMIN CODE SECS. 16.520 - 16.534) TO REGISTER AND REPORT LOBBYING ACTIVITY. FOR MORE INFORMATION ABOUT THE LOBBYIST ORDINANCE, PLEASE CONTACT THE ETHICS COMMISSION AT 30 VAN NESS, STE. 3900, SAN FRANCISCO, CA 94102, TELEPHONE (415) 554-9510, FAX (415) 703-0121 AND WEB SITE [HTTP://WWW.CI.SF.CA.US/ETHICS/](http://WWW.CI.SF.CA.US/ETHICS/).

Michael Housh, Commission Secretary 3/7/02

SF
P76
#2
6/20/02
not



DRAFT
DOCUMENTS DEPT.

San Francisco Public Library Commission

100 Larkin Street, San Francisco, CA 94102

Phone 415.557.4233, Fax 415.557.4240

JUL 25 2002

SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the meeting of Thursday, June 20, 2002.

The San Francisco Public Library Commission held a regular meeting on Thursday, June 20, 2002 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:09 PM by President Higuera.

The following members were noted present: Commissioners Bautista, Chin, Coulter, and Higuera. Vice President Steiman joined the meeting at 4:13PM. Commissioner Swig was excused attendance

President Higuera announced that he was reordering the taking of agenda items moving item #3 to 4th place and moving item #4 to 3rd place.

AGENDA ITEM #1 BOND PROGRAM MANAGERS REPORT

(Explanatory documents: Bond Program budget and schedule documents)

Branch Bond Program Manager Marilyn Thompson announced that there would be no informational report at this meeting. Ms Thompson then reported that there had been no changes in the Bond Program Budget since her last report. The Bond Program Manager noted that current Bond Program expenditures and encumbrances totaled \$877,405. Ms. Thompson then discussed the program schedule report informing the Commissioners of scheduling plans to make sure that adjacent branches were not under construction at the same time. The Bond Program Manager brought the Commissioners up to date on recent program activities regarding proposed designs for the Glen Park Branch and announced Babette Drefke and Michael Kurtz had been selected as community representatives for the public art program for the new Mission Bay Branch Library. Ms. Thompson next reported on the active projects: the Richmond Design Workshop, the Excelsior Prop. 14 (State Library Bond) application, a Noe Valley Branch program assessment, and activities related to the Marina, and Parkside Branches. Ms. Thompson reported on a School District discussion of issues related to the possible Portola Branch site. The Bond Program Manager then informed the Commissioners of community outreach activities discussing community meetings sponsored or attended by the library staff. Ms. Thompson noted that the Bond Program Website was in operation and that a second Bond Program newsletter would be issued in June. The Bond Program Manager noted there would be no special report this month.

Public comment on AGENDA ITEM #1 BOND PROGRAM MANAGERS REPORT

An anonymous member of the public commented that the explanatory documents were difficult to read. This anonymous member of the public observed that the proposed pairing

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Willie L. Brown, Jr.
Mayor

Charles A. Higuera, A.A.A.
President

Carol Steiman
Vice President

Elen Marte Bautista

Monnie K. Chin

Steven A. Coulter

Stan A. Streets

Arline W. Swig

Commissioners

San Hildreth

Librarian

Michael Housh

Commission Secretary



of branches was new and suggested that there had been a promise of alternative services when branches were closed. This person commented that the rapid pace of decisions suggested that the process was getting away from the Commission. Mr. Peter Warfield commented that copies of the slides presented were not available nor were some explanatory materials mailed out with the agenda and expressed the view that this undermined the ability of the public to make informed comment. Ms. Jeannene Przyblyski, Noe Valley, reported that with the help of the Friends of Noe Valley more than 400 community surveys concerning the Noe Valley Branch had been returned to the Library.

Commission comment on AGENDA ITEM #1 BOND PROGRAM MANAGERS REPORT

In response to questions by President Higuera, Deputy City Librarian Paul Underwood discussed in greater detail the plans to space out the branch library bond program so that adjacent branches would not be closed at the same time. Mr. Underwood noted that additional hours may be added to nearby branches to provide continuity of services during period when a branch was undergoing renovation. In response to a questions by Commissioners Bautista and Chin, Ms. Hildreth and Mr. Underwood explained how the artist selection and community review and input of public art works created for Branch Library Bond Program projects would be overseen by the staff of the Art Commission.

AGENDA ITEM #2 RICHMOND BRANCH DESIGN WORKSHOP

(Explanatory document: Richmond Branch Design Workshop Report)

The Deputy City Librarian discussed in great detail the Richmond Branch Library Design Review Workshop and outlined how staff had reconsidered the design approaches for the Richmond Branch Library in response to community concerns with the initial proposals presented in February. Mr. Underwood noted that the scope of the project had been reconsidered to allow for a 40% increase in space at the branch and that the community had been very actively engaged in the design process during design workshops held during June 6 through June 9.

Commissioner Streets joined the meeting at 4:34PM.

Mr. Underwood noted that the goals of these workshops were different from those of the design charrette and that every effort was made to identify those things about the branch that people were most passionate about. Mr. Underwood noted that user surveys had asked specifics of what was wanted and that users were asked to rank the importance of various branch spaces and concerning the branch collections. The Deputy City Librarian highlighted the input by branch staff and noted that Library Administration was also interviewed to get a systemwide perspective about what could work best in the renovated and expanded branch. He discussed the contributions made by the consultants: Jill Stoner of Stoner Meeks Architects, Preservation Architect Jerry Takano, and consulting structural engineers and highlighted the input of community focus groups in achieving consensus on what the community and staff wanted in the renovated and expanded building and surrounding grounds. The four proposed design concepts discussed were described and the issues raised by older adult, adult, teen, and parent users were reported in further detail. Ms. Thompson and Mr. Underwood then outlined the next steps in the process to go forward with a preferred design.

Public comment on AGENDA ITEM #2 RICHMOND BRANCH DESIGN WORKSHOP

An anonymous member of the public commented that they had attended the workshop and noted that a number of people had complemented the process but also expressed concern that issues related to the art enrichment program and a relationship with the school district had not been fully explained. Mr. Ron Miguel, President of the Planning Association of the Richmond noted that the community had had concerns with the initial designs but that all of the concerns had been addressed during the workshops and that the community was well satisfied with results that works for the library and for the neighborhood. Mr. Miguel called particular attention to the excellence of the landscape design and praised Ms. Hildreth's leadership in addressing the neighbors' concerns. Ms. Marianne Duke, a neighbor who participated in the workshops, praised the library staff for helping a diverse community work together with the help of experts who listened carefully to produce a result everyone could be proud of. Ms. Duke suggested a standing ovation was deserved for all who had participated. Ms. Barbara Berman, Richmond resident, commented favorably that the Library had listened to community concerns and acted to address them. Commissioner Tim Kelley, Landmarks Preservation Advisory Board, praised the work of the design team as the beginning of a beautiful friendship that fully addressed the concerns of preservationists and reflected an open public process that deserved applause. Mr. Ed Regan offered several suggestions that he thought should be included in every branch renovation including a pamphlets room and expanded non-fiction collections in each branch library. Ms. Elaine Cohn, a Richmond neighbor, commented that the community had been very involved in this design process and felt consulted on the changes which impacted residents. N. Maye, observed that there needed to be more time allowed for staff to review the branch's collections and make the right decisions on weeding but that this design process was a big improvement over the first one with more staff and public involvement. Ms. Angela Tang, representing teen users, thanked the Library for actively seeking and encouraging teen involvement in the design process. Mr. Peter Warfield expressed appreciation for the presentation but suggested that he would have liked to have had the information presented available in advance. Mr. Warfield questioned the changes in the amount of increased space proposed for the Richmond Branch and expressed disappointment that book collection issues were not reported. Mr. Warfield expressed concerns with reports of heavy weeding and possible reductions in the collection's size. Tim Williams, Richmond Branch Library Manager, expressed strong support for the proposed new design noting that this proposal built on and enhanced the existing strengths of the branch. Mr. Williams explained that many of the materials removed from the collections had not circulated for more than two years or had long been missing and that there was no large-scale removal of books from the collection. The Richmond Branch Manager also expressed praise for the skillful work of Jill Stoner in conducting the successful workshops. Ruth Maginnis, Richmond Branch Library staff, commented that the February process did not reflect staff input and that she

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

hoped that the improved process would be used at other branches being renovated.

Commission comment on AGENDA ITEM #2 RICHMOND BRANCH DESIGN WORKSHOP

Commissioner Coulter applauded what he termed a good process. President Higuera noted that this was a good recovery from the first less than satisfactory effort at gathering input into the proposed design made in February under pressure to get a design ready in time for the first round of Prop. 14 (State Library Bond) applications. Commissioner Bautista suggested possible use of tiles to quiet the expected noise levels in the children's and teen areas. In response to comments by Commissioners and issues raised by members of the public, Ms. Hildreth explained the process used to arrive at the proposed increased size of the branch, improve its functionality, and remain within the budget. Commissioner Chin applauded the community's participation noting that it was good to hear about positive contributions. It was the consensus of the Commission that significant progress had been made in achieving the best possible design and that this matter should be continued to a future meeting for final consideration and approval.

AGENDA ITEM #4 PURCHASE & SALE AGREEMENT GLEN PARK BRANCH (Explanatory document: summary of draft Purchase & sale agreement documents)

Bond Program Manager Marilyn Thompson introduced Ms. Carla Lieske, City Attorney's office, who provided the Commissioners with a detailed overview of the proposed Purchase and Sale Agreement for the new Glen Park Branch Library. Ms. Lieske reported that the 9,200 sq. ft. condominium space at the Glen Park Market Place Project would be priced at \$3,374,000 due at closing and that 10% would be retained for punch list items until sign off. The Deputy City Attorney reported on the details of the condominium agreement, the levels of due diligence required, the permit process and details of closing on the facility. Ms. Lieske then discussed the terms of the Construction Rider and outlined responsibilities of the seller.

Ms. Thompson then introduced Mr. David Prowler, Project Developer and his architect Mr. Jon Peterson. Mr. Prowler provided the Commissioners with an extensive overview of the proposed Glen Park Market Place project reporting that the grocery would be operated by respected local grocer Bi-Rite, a well know local grocer for 40 years. He noted that the stores owners lived in Glen Park. Mr. Prowler then discussed the formal planning approval process and reported that due to increased costs it had been necessary to eliminate the planned underground-parking element from the project. Mr. Prowler then discussed several presentations made to Glen Park neighbors concerning the proposed project, notably at the Glen Park fair. Mr. Prowler then introduced Mr. Peterson for an overview of the preliminary designs being proposed. Mr. Peterson discussed the details of the proposed design as presented in several preliminary drawing of how the proposed project might look when viewed from several vantage points. Mr. Peterson noted the preliminary design called for lots of windows and maximum amounts of natural light for the library space but that the

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

final details of the design were still being developed in consultation with library staff and with input from Glen Park neighbors. Ms. Thompson noted that the interior design work was still being developed and that details would be presented at a future meeting. Ms. Thompson asked that the Commissioners review and consider the information that they had received and recommended that approval of the Glen Park Branch Library Purchase and Sale Agreement be taken up at the Commission's July 2nd meeting.

Public comment on AGENDA ITEM #4 PURCHASE & SALE AGREEMENT GLEN PARK BRANCH

An anonymous member of the public observed that they had little to say except to hold their breath and hope for the best. This person noted that the Library had asked the voters to approve the Branch Bond so that every branch library would be in a city owned facility and that this proposal presented a potential for the Library to face similar problems it had experienced in previous years in this new space. Mr. Ed Regan recommended that the hours of operation for the new branches should be planned, that the needs of branch collections should be addressed, and that all new building should be two stories. Mr. Regan commented that he disliked the Library being located in a mixed-use facility preferring stand-alone buildings with room for expansion and parking. Mr. Peter Warfield commented that he had not had time to review the documents and expressed concerns about potential shared cost, how they would be apportioned, and what role the Library and the Commission would have in making changes in the building. Mr. Warfield also found of concern potential problems with supplemental agreements and the terms of the Construction Rider. Ms. Sybil Boutilier, a Glen Park neighbor, expressed concern with how the relationship between the elements in this project would work and raised concerns with the loss of parking in an area where parking was already difficult. Mr. Bruce Bammaker, Glen Park Merchants Association, noted extensive efforts ongoing to address parking concerns in the entire Glen Park village and that this project would be a significant enhancement to the community. Mr. Bammaker expressed strong community support for approval of this project.

Commission comment on AGENDA ITEM #4 PURCHASE & SALE AGREEMENT GLEN PARK BRANCH

President Higuera noted that this was not an "action" item and that details of the supplemental agreements and Construction rider would become clearer when the final documents were under consideration by the Commission for approval. Ms. Thompson pointed out the final design work would be vetted by the Design Excellence process created by the Library Commission. President Higuera emphasized the importance of gathering community and staff input regarding how the building presented itself to the community.

Commissioner Chin left the meeting at 6:00PM.

The City Librarian commented that the final documents would be ready for review prior to their consideration by the Commission. Vice President Steiman reported that there had been extensive community input at several community meeting and noted that staff had

The number of members of the public who spoke anonymously at this meeting. 1

been responsive and sensitive to the community suggestions. President Higuera raised a question left by Commissioner Chin who expressed concern that the building be structurally strong enough to meet the library's needs. In response to questions by President Higuera, Ms. Lieske elaborated on several aspects of the proposed Purchase and Sale documents noting that a condominium arrangement of this kind was unusual for a city department. Ms. Lieske discussed the aspects of the usual covenants and agreements found in mixed facilities and noted that details of the CC&R (shared use) agreements would be fully spelled out. In response to Commissioner's comments Mr. Prowler explained that the majority of the agreement language was standard "boilerplate" terms and that any issues involving shared areas could be resolved by the votes of the partners in the building, with one vote each for the grocer, the Library, and the residential units. There was a discussion between President Higuera and Mr. Prowler concerning ways of resolving issues and oversight during the construction phases of the development. It was noted that library staff had final sign-off on the plans that could not be changed without Library agreement and that the Library was fully in charge of its tenant improvements. Mr. Prowler welcomed participation of a library representative at all site meetings, inspections, and permit reviews. In response to questions by Commissioner Bautista the methods of delivery to the branch and use of a dedicated elevator were discussed. It was proposed that the final documents be brought to the Library Commission for its approval at its July 2, 2002 regular meeting.

President Higuera called a brief recess at 6:22PM.

Commissioner Streets left the meeting during the recess.

The Commission returned to session at 6:36PM.

AGENDA ITEM #3 PURCHASE & SALE AGREEMENT: MISSION BAY BRANCH LIBRARY (Explanatory documents: summary of Purchase & Sale documents)

Bond Program Manager Marilyn Thompson introduced Deputy City Attorney Donnell Choy who gave the Commissioners a detailed presentation on the proposed terms of a Purchase and Sale Agreement between the Library and the Redevelopment Agency for the new Mission Bay Branch Library. Mr. Choy called attention to the similarities and differences between this agreement and the agreement just considered for the new Glen Park Branch Library. Mr. Choy noted that this agreement called for the vertical and horizontal subdivision of the site giving the Library title to the property, with previously discussed restrictions on sale or alternative uses. The Deputy City Attorney noted that this property, a 7,700 sq. ft corner site at 4th and Berry Streets, was a prominent element in a mixed used facility that also included affordable senior housing, non-profit office space, and some retail spaces. Mr. Choy discussed in great detail: the division of the parcel; the library's share of cost for its portion of the building's costs; made a brief restatement of the sale and use restrictions; and discussed changes in how the payments would be made. Mr. Choy outlined in detail the Construction Rider, easements, reciprocal agreement terms, and issues related to joint use of some spaces. The Deputy City Attorney noted that the Library would receive a ready to move in facility and next outlined the details of the

The number of members of the public who spoke anonymously at this meeting. 1

permitting process that the City would undertake during the course of construction of this project. The Deputy City Attorney then described the remaining issues, such as the construction contract, setting a final closing date, and setting a performance schedule, to be worked out prior to the Commission giving its approval to the Purchase and Sale Agreement. Ms. Thompson noted that there would be a 5% cap on additional costs that should be able to fund any unanticipated additional costs thought interest income accumulated on the project's budgeted funds. Ms. Thompson then described the preliminary design for the overall structure highlighting proposed elements of the Library's portion of the building. The Bond Program Manager noted that the Library's L shaped space would be fronted by a curved glass wall facing a creekside promenade.

Public comment on AGENDA ITEM #3 PURCHASE & SALE AGREEMENT:
MISSION BAY BRANCH LIBRARY

An anonymous member of the public commented that they felt deluged with details and expressed concern about the provision of two parking spaces called for in one draft but not in a later version. This individual suggested that the entire issue raised questions as to why the Library was paying a developer for providing an amenity to its development instead of the developer paying the Library for providing such a benefit.

Commission comment on AGENDA ITEM #3 PURCHASE & SALE AGREEMENT:
MISSION BAY BRANCH LIBRARY

In response to questions by Vice President Steiman, Ms. Thompson discussed in greater detail what the Library actually owning the property on which the new branch was to be built meant. Ms. Thompson also in response to questions by President Higuera and Vice President Steiman discussed ways that the Library could control its share of costs for major changes in the costs or maintain an escape option for unanticipated problems such as a need for additional pilings for the entire building's foundation. In response to comments by President Higuera, Ms. Thompson also described how soft costs and shell and core elements costs could be managed describing the Library pro-rata share for shared areas of the building. In response to a question by Commissioner Bautista, Ms. Thompson confirmed that a soils analysis had been done and any toxics clean up was the responsibility of Catellus. President Higuera asked that staff develop a model of what the Library could expect in the way of normal operating costs for a new branch library.

AGENDA ITEM #5 APPROVAL OF THE MAY 3, 2002 MINUTES

Public comment on AGENDA ITEM #5 APPROVAL OF THE MAY 3, 2002
MINUTES

An anonymous member of the public called attention to comments they attributed to Commissioner Coulter regarding the symbolic value and importance of the Library's collections and remarks attributed to Commissioner Bautista making conditional her approval of the Excelsior Branch Library Prop. 14 (State Library Bond) Application on rethinking of the providing of lounge seating that this person found missing from the Minutes. Mr. Ed Regan found his remarks generally accurately reported but clarified that he

had merely walked by the Bryant Street building but had not visited it.

Commission comment on AGENDA ITEM #5 APPROVAL OF THE MAY 3, 2002 MINUTES

Commissioner Coulter suggested that the Minutes be approved with a clarification of Mr. Regan's remarks on the Bryant Street building and that they also be revised to include his comments that every effort should be made to maintain the size of branch library book collections. Vice President Steiman called attention to the fact that many of the items that listed in branch collections were in fact long gone from the shelves and that much of the apparent reductions were in fact just a more accurate count of what was really there.

MOTION: by Commissioner Bautista, seconded by Commissioner Steiman for approval of the May 3, 2002 Minutes with correction of Mr. Regan's comments related to the Bryant Street building and Commissioner Coulter's remarks on branch collections.

ACTION: AYE 4-0 (Bautista, Coulter, Higuera, and Steiman)

AGENDA ITEM #6 APPROVAL OF THE MAY 16 , 2002 as continued on May 21, 2002 MINUTES

An anonymous member of the public commented that this was the infamous meeting in two parts and that these Minutes exemplified the Commission's practice of taking the meaning out of the minutes citing discussions of the Design Excellence program, and the approval of a site for the Library Support Services Center.

MOTION: by Commissioner Bautista, seconded by Commissioner Steiman for approval of the May 16/21, 2002 Minutes.

ACTION: AYE 4-0 (Bautista, Coulter, Higuera, and Steiman)

AGENDA ITEM #7 APPROVAL OF THE MAY 21, 2002 MINUTES

Public comment on AGENDA ITEM #7 APPROVAL OF THE MAY 21, 2002 MINUTES

An anonymous member of the public expressed appreciation for the Commission taking a break but suggested that the public was most interested in being informed when the Commission returned to session. This individual also pointed out that former Commissioner Norman Wechsler's name had been mis-spelled in the In Memoriam adjournment motion.

MOTION: by Commissioner Bautista, seconded by Commissioner Steiman for approval of the May 21, 2002 Minutes with correction of any mis-spellings.

ACTION: AYE 4-0 (Bautista, Coulter, Higuera, and Steiman)

AGENDA ITEM #8 BLIP (Branch Library Improvement Bond program Advisory Committee) REPORT

Ms. Hildreth noted that there was no report but that this item was going to be regularly calendared on the Commission's second monthly meeting agenda so as to provide a regular

opportunity for the Bond Program Advisory Committee to communicate with the Library Commission.

AGENDA ITEM #9 PUBLIC COMMENT

An anonymous member of the public objected that they had not been given opportunity for public comment on the Bond Program Advisory Committee Report. The anonymous member of the public found the discussion of the Richmond Branch design process provided an illusion of democracy that might come so close as to make little real difference to real democracy. This person cited a comment by Kant that a person can be fooled by the appearance of reality to such a degree that there is no practical difference with reality. This person commented further on the importance of creating democracy that eliminated barriers of race and class. Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight 7 days per week.

AGENDA ITEM #10 ADJOURNMENT

MOTION: Commissioner Bautista, seconded by Commissioner Steiman that the meeting be adjourned In memoriam of Library Carpenter Chris Mattis, who had served the Library faithfully and well for more than 20 years..

Public comment on Agenda item #10 ADJOURNMENT

None offered

ACTION: AYE 4-0 (Bautista, Coulter, Higuera, and Steiman)

The meeting was adjourned at 7:44PM.

Michael Housh, Commission Secretary 7/24/02

Minutes of the regular Commission Meeting of June 20, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

17)

18)

19)

CURRENT BUDGET REPORT-2000 Branch Library Improvement Bond Program
June 20, 2002

[illegible]

(f) Direct Cost of Land estimated by DRI is as follows: Inyokale \$1,135,000; Portola \$1,125,000; Visitation Valley \$1,360,000.

(Remeinder represents estimated costs for relocation benefits, appraisal fees, real estate staff time, city attorney costs, Phase 1 & 2 studies, ALTA surveys, clothing costs, demolition, remedial work)

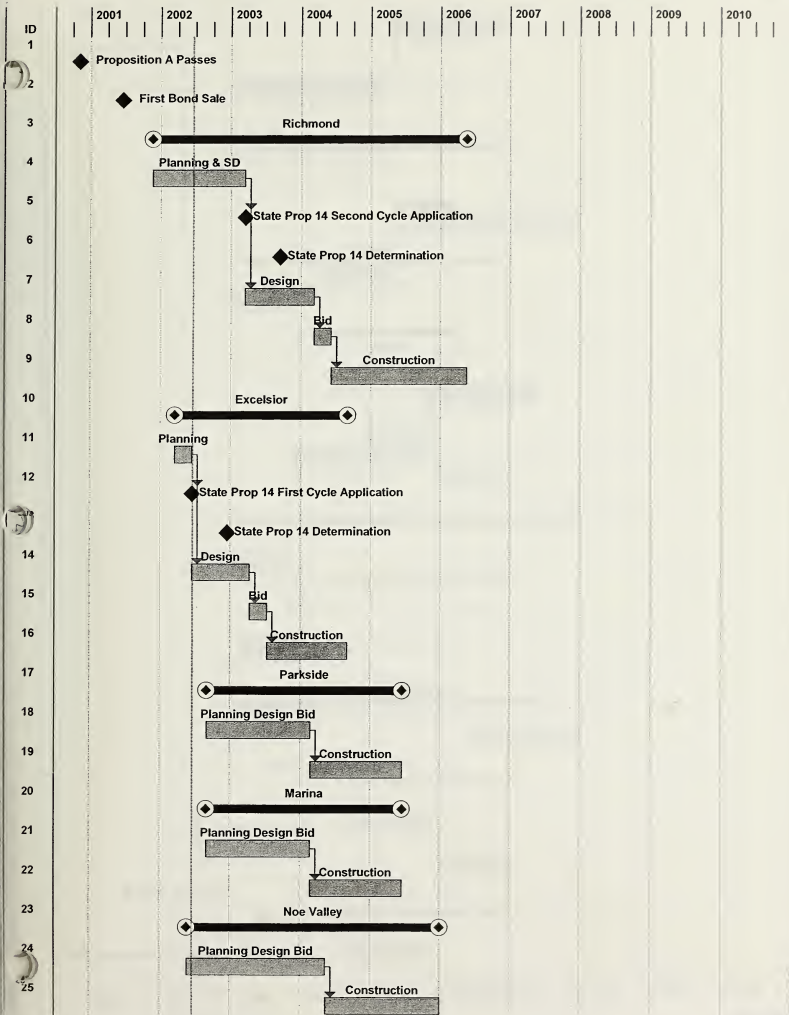
(2) Earthquake Safety Program funds remaining for Branch Libraries

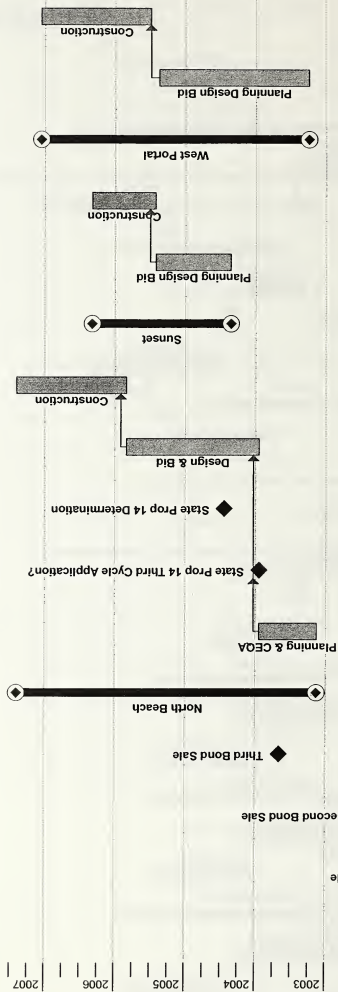
(3) Private donations from Friends & Foundation



PHASE 1 DETAILED SCHEDULE

06-20-02

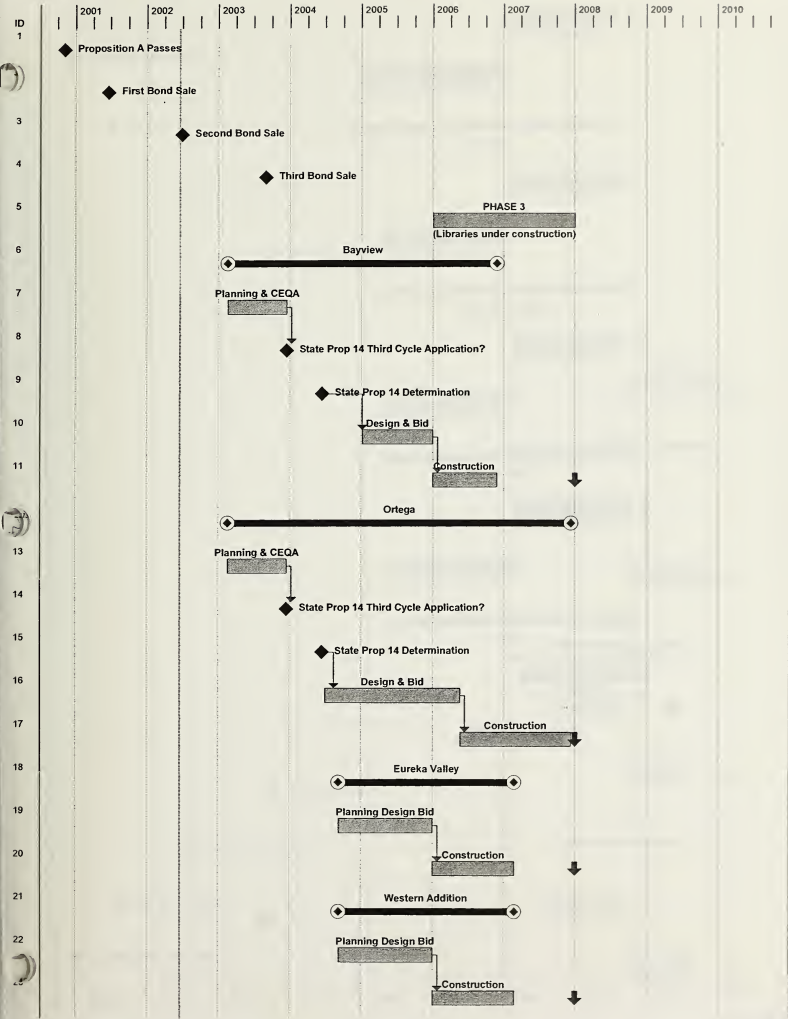




ID 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

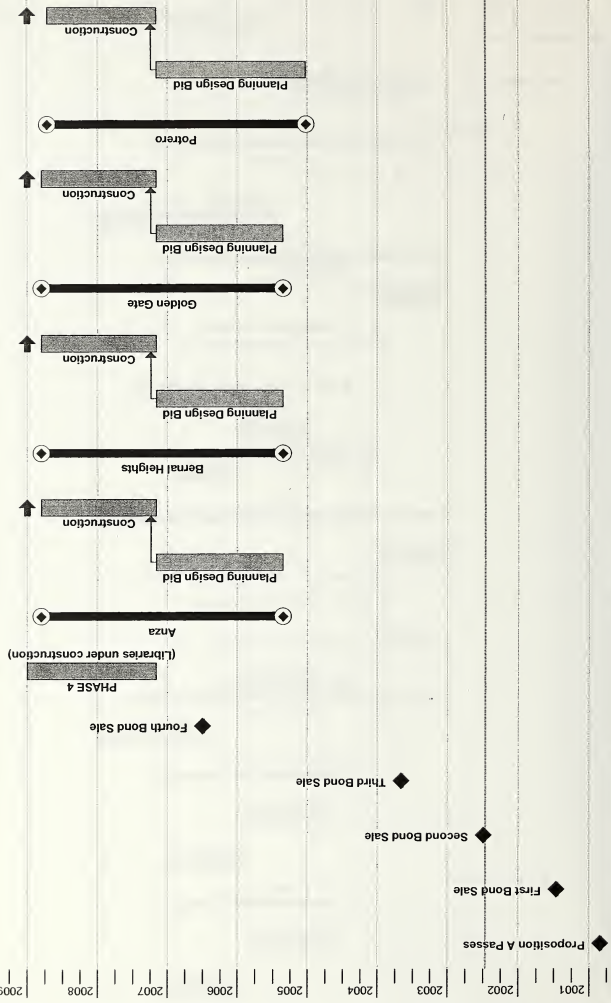
PHASE 3 DETAILED SCHEDULE

06-20-02



PHASE 4 DETAILED SCHEDULE

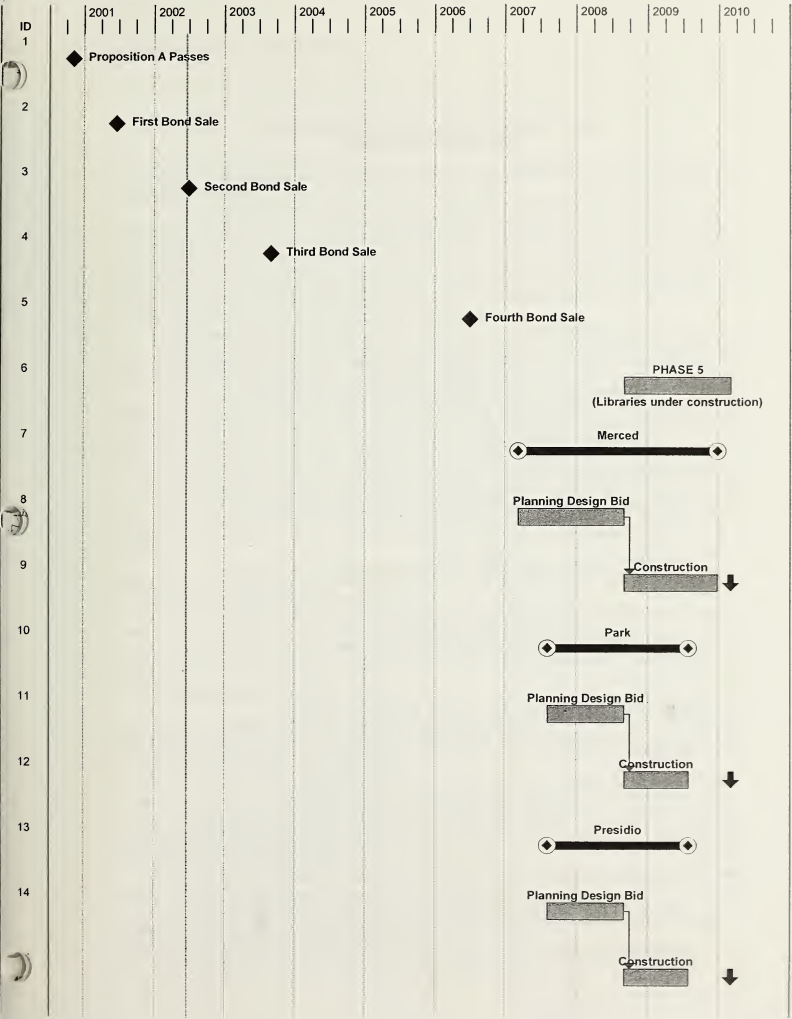
06-20-02



ID 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

PHASE 5 DETAILED SCHEDULE

06-20-02



SUMMARY OF PROPOSED PURCHASE AGREEMENT FOR
GLEN PARK BRANCH LIBRARY

I. AGREEMENT OF PURCHASE AND SALE OF REAL PROPERTY FOR THE PROPOSED GLEN PARK BRANCH OF THE LIBRARY (THE "PSA")

A. PROPOSED PROJECT: THE PURCHASE FROM GLEN PARK MARKETPLACE PHOENIX, LLC (THE "SELLER") OF A CONDOMINIUM UNIT WHICH IS TO BE DELIVERED AS AN ENHANCED SHELL (THE "IMPROVEMENTS"), WITH A SEPARATE MAIN ENTRANCE LOCATED IN THE VICINITY OF THE CORNER OF DIAMOND AND WILDER STREETS, COMPRISED OF 9,200 SQUARE FEET OF SPACE, CONSISTING OF 700 SQUARE FEET OF GROUND FLOOR SPACE ON DIAMOND STREET AND 8,500 SQUARE FEET OF SPACE OVER SUCH GROUND FLOOR PARCEL ON THE SECOND FLOOR OF THE PROJECT, ALONG WITH 4,000 SQUARE FEET OF AIR RIGHTS ABOVE THE DIAMOND STREET PORTION OF THE PROJECT (THE "PROPERTY"). THE PROJECT WILL ALSO CONTAIN A 5000 SQUARE FOOT RETAIL UNIT (INITIALLY A GROCER) AND APPROXIMATELY 15 TO 20 INDIVIDUAL RESIDENTIAL UNITS.

B. PURCHASE PRICE: THE PURCHASE PRICE WILL BE \$3,374,000. PLEASE SEE SECTION 2.

C. PAYMENT: THE PURCHASE PRICE WILL NOT BE PAID UNTIL A CLOSING OF THE TRANSACTION ("CLOSING") FOLLOWING SUBSTANTIAL COMPLETION. A PUNCHLIST RESERVE OF 10% WILL BE HELD BACK AT CLOSING AND PAID ONLY WHEN ALL PUNCHLIST ITEMS ARE COMPLETED. PLEASE SEE SECTION 2.

D. CONDITIONS, COVENANT AND RESTRICTIONS: ALL OF THE CONDOMINIUM UNITS IN THE PROJECT WILL SHARE CERTAIN COMMON AREAS, COSTS AND RULES AND REGULATIONS, AS SPECIFIED IN A DOCUMENT WHICH WILL BE NEGOTIATED AFTER THE SIGNING OF THE PSA, BUT PRIOR TO CLOSING, AND RECORDED AGAINST THE PROJECT JUST PRIOR TO CLOSING (THE "CC&RS"). THE PSA CALLS FOR THE CC&RS TO BE COMMERCIALY REASONABLE AND CUSTOMARY. ONCE DELIVERED BY THE SELLER, IN THE EVENT THAT AN AGREEMENT CANNOT BE REACHED ON THE CC&RS, THE CITY WILL HAVE THE RIGHT TO TERMINATE THE PSA. PLEASE SEE SECTIONS 1.2 AND 4.4.

E. DUE DILIGENCE AND APPROVALS: IN EACH CASE BELOW, THE CITY MAY TERMINATE THE PSA IF IT IS NOT SATISFIED WITH THE INFORMATION OF IF IT CANNOT OBTAIN A REQUIRED APPROVAL. PLEASE SEE SECTION 4.

1. INITIAL DUE DILIGENCE: THE CITY HAS AN INITIAL PERIOD OF 60 DAYS FROM THE SIGNING OF THE PSA TO REVIEW ANY INFORMATION ON THE CONDITION OF THE PROPERTY OR THE PROJECT IN SELLER'S POSSESSION.

2. APPROVALS: THE CITY HAS 150 DAYS AFTER THE SIGNING OF THE PSA TO OBTAIN ALL REQUIRED APPROVALS FOR THE EFFECTIVENESS OF THE PSA (E.G., LIBRARY COMMISSION, GENERAL PLAN REFERRAL, APPRAISAL, CEQA, BOARD OF SUPERVISORS APPROVAL).

3. ONGOING DUE DILIGENCE: DURING THE COURSE OF THE TERM OF THE PSA, THE CITY WILL HAVE 60 DAYS TO REVIEW AND APPROVE ANY OTHER INFORMATION THAT THE SELLER OBTAINS.

4. TITLE TO THE PROPERTY: THE CITY WILL HAVE AN INITIAL OPPORTUNITY (AT THE SIGNING OF THE PSA), AND THEN A FINAL OPPORTUNITY (JUST PRIOR TO CLOSING) TO REVIEW AND APPROVE TITLE TO THE PROPERTY.

F. CONDITIONS TO CLOSING AND CLOSING:

1. CONDITIONS: THERE ARE SEVERAL STANDARD, PROTECTIVE CONDITIONS TO CLOSING CONTAINED IN THE AGREEMENT (THE "CITY CONDITIONS PRECEDENT"), THE MOST SIGNIFICANT OF WHICH IS SUBSTANTIAL COMPLETION OF THE IMPROVEMENTS TO THE PROPERTY AND OUR INSPECTION AND APPROVAL OF THE WORK (OTHERS INCLUDE NO DEFAULT, CONDITION OF THE PROPERTY, TITLE INSURANCE, AND A FINAL CERTIFICATE OF THE SELLER'S CONTRACTOR). PLEASE SEE SECTION 5.

2. CLOSING: CLOSING WILL BE A DATE WHICH IS THE EARLIER OF 20 DAYS AFTER THE SATISFACTION OF THE CITY CONDITIONS PRECEDENT, AND 90 DAYS AFTER FIVE YEARS FROM THE SIGNING OF THE PSA (THE "OUTSIDE DATE OF SUBSTANTIAL COMPLETION"). PLEASE SEE SECTION 7.

G. REPRESENTATIONS AND WARRANTIES: THE PSA CONTAINS STANDARD, PROTECTIVE REPRESENTATIONS AND WARRANTIES FROM THE SELLER THAT MOSTLY RELATE TO THE CONDITION OF THE PROPERTY AND THE PROJECT NOW AND AT CLOSING. PLEASE SEE SECTION 9.

H. RISK OF LOSS: IF DAMAGE OCCURS TO THE PROPERTY IN EXCESS OF \$327,400 PRIOR TO CLOSING, THEN CITY WILL HAVE THE RIGHT TO TERMINATE THE PSA. PLEASE SEE SECTION 10.

I. DEFAULTS: THE PSA CONTAINS STANDARD LANGUAGE INDICATING THAT UPON A FAILURE OF PERFORMANCE OR A BREACH OF THE PSA, AFTER CERTAIN CURE PERIODS, EITHER SIDE MAY TERMINATE THE PSA AND/OR PURSUE ITS LEGAL RIGHTS. PLEASE SEE SECTION 11.

J. CONSTRUCTION: ALL ISSUES CONCERNING THE DESIGN AND CONSTRUCTION OF THE PROPERTY ARE

GOVERNED BY THE RIDER WHICH IS AN EXHIBIT TO THE PSA AND WHICH IS DESCRIBED IN MORE DETAIL BELOW.

II. CONSTRUCTION RIDER ATTACHED TO THE PSA AS EXHIBIT G (THE "RIDER")

A. THE CONSTRUCTION OF THE IMPROVEMENTS:

1. **SUMMARY:** THE SELLER IS REQUIRED TO COMPLETE THE WORK IN COMPLIANCE WITH ALL LAWS, REGULATORY APPROVALS, A PROGRESS SCHEDULE DEVELOPED AND CIRCULATED BY SELLER, AND IN ACCORDANCE WITH THE PLANS DEVELOPED BY THE SELLER AND APPROVED BY THE CITY AS DESCRIBED IN THE PSA (THE "PROJECT REQUIREMENTS"). THE "WORK" INCLUDES EVERY ACTIVITY NECESSARY TO COMPLETE THE IMPROVEMENTS TO THE PROPERTY, AND ALL OTHER ASPECTS OF THE FOUNDATION, SUPERSTRUCTURE AND INFRASTRUCTURE THAT SERVE THE PROPERTY. PLEASE SEE SECTION 1.

2. **CITY INSPECTIONS:** THE SELLER AND THE CITY WILL COORDINATE TO ALLOW A CITY REPRESENTATIVE TO INSPECT UPON THE COMPLETION OF CERTAIN ITEMS OF WORK, AND OTHERWISE FROM TIME TO TIME. PLEASE SEE SECTION 1.6.

3. **PERFORMANCE BOND:** THE SELLER IS REQUIRED TO HAVE THE CONTRACTOR OBTAIN A PAYMENT AND PERFORMANCE BOND IN THE AMOUNT OF 100% OF THE COSTS TO CONSTRUCT THE PROJECT. PLEASE SEE SECTION 1.8.

B. WORK CONTRACTS: THE SELLER IS SOLELY RESPONSIBLE FOR HIRING AND PAYING ANY WORK PROFESSIONAL NECESSARY TO CONSTRUCT THE PROJECT. THE RIDER LAYS OUT CERTAIN CUSTOMARY, PROTECTIVE PROVISIONS THAT THE CITY HAS AN INTEREST IN MAKING SURE ARE INCLUDED IN SUCH WORK CONTRACTS (SUCH AS THE OBLIGATION TO TELL THE CITY IF DEFECTIVE WORK IS DISCOVERED). PLEASE SEE SECTION 2.

C. SUBMITTALS AND REVIEW: PRELIMINARY PLANS WILL BE ATTACHED TO THE RIDER DEPICTING ALL ITEMS OF DESIGN AND CONSTRUCTION FOR WHICH THE SELLER AND THE CITY HAVE REACHED AN AGREEMENT AS OF THE DATE OF THE SIGNING OF THE PSA. THEREAFTER, ALL SUBMITTALS MUST BE CONSISTENT WITH THE PRELIMINARY PLAN AND THE PREVIOUSLY APPROVED SUBMITTALS. THE SELLER SUBMITS THE DESIGN AND CONSTRUCTION DOCUMENTS IN FOUR MAJOR STAGES: SCHEMATIC DESIGN, DESIGN DEVELOPMENT, 50% CONSTRUCTION AND 100% CONSTRUCTION. THE CITY HAS 21 DAYS AFTER EACH SUBMITTAL TO REVIEW THE DOCUMENTS (30 DAYS FOR THE SCHEMATIC DESIGN DOCUMENTS). THE CITY WILL EITHER ACCEPT THE SUBMITTAL, OR WILL RESPOND BY INDICATING HOW SUCH SUBMITTAL DOES NOT MEET THE PROJECT REQUIREMENTS. THE CITY MAY ALSO MAKE A REQUESTED REVISIONS TO SUCH DOCUMENTS, AT NO COST TO THE CITY, FOR ANY ITEM THAT MAY BE "REASONABLY EXPECTED TO BE A PART OF THE DESIGN, CONSTRUCTION, USE, OPERATION OR FUNCTIONALITY OF PUBLIC LIBRARY FACILITIES IN URBAN AREAS." PLEASE SEE SECTION 3.

D. SELLER'S OTHER DUTIES:

1. **TIMING:** THE SELLER MUST BEGIN THE CONSTRUCTION OF THE WORK BY TWO YEARS FROM THE SIGNING OF THE PSA (THE "WORK COMMENCEMENT DATE"), AND MUST COMPLETE CONSTRUCTION BY THE OUTSIDE DATE OF SUBSTANTIAL COMPLETION (I.E., FIVE YEARS FROM THE SIGNING OF THE PSA). PLEASE SEE SECTION 4.1.

2. **SUBSTANTIAL COMPLETION:** SELLER NOTIFIES THE CITY 30 DAYS PRIOR TO THE ANTICIPATED SUBSTANTIAL COMPLETION, THEN SENDS A CERTIFICATE UPON SUBSTANTIAL COMPLETION. UPON RECEIPT OF THE CERTIFICATE, THE CITY HAS 15 BUSINESS DAYS TO INSPECT THE PROPERTY TO CONFIRM SUBSTANTIAL COMPLETION. DURING THAT PERIOD, THE CITY CAN IDENTIFY ITEMS THAT NEED TO BE COMPLETED PRIOR TO THE DETERMINATION OF SUBSTANTIAL COMPLETION ("OPEN ITEMS"), WHICH SELLER MUST COMPLETE WITHIN 30 DAYS. PLEASE SEE SECTIONS 4.2, 4.4 AND 4.5.

3. **PUNCHLIST:** AFTER SUBSTANTIAL COMPLETION, THE CITY AND THE SELLER WILL DEVELOP A LIST OF PUNCHLIST ITEMS WHICH SELLER MUST COMPLETE WITHIN 30 DAYS (WITH EXTENSIONS UP TO 90 DAYS). COMPLETION OF THE PUNCHLIST ITEMS MAY OCCUR AFTER CLOSING. UPON COMPLETION OF THE PUNCHLIST ITEMS, THE 10% PUNCHLIST RESERVE IS PAID TO THE SELLER. PLEASE SEE SECTION 4.3.

4. **OTHER RESPONSIBILITIES:** SELLER IS RESPONSIBLE FOR OBTAINING ALL REGULATORY APPROVALS, LABOR, SERVICES, MATERIALS AND SUPPLIES, FOR ARRANGING FOR REVIEWS AND INSPECTIONS, PAYING ALL TAXES RELATED TO THE WORK, PROVIDING FOR SUPERVISION, SAFETY AND SECURITY, FOR KEEPING THE PROPERTY CLEAN AND FOR PAYING ITS DEBTS. PLEASE SEE SECTIONS 4.6, 4.7, 4.8, 4.9, 4.10, 4.11, 4.13, AND 4.14.

E. DEFECTIVE WORK: THE SELLER IS RESPONSIBLE FOR CORRECTING ALL DEFECTIVE WORK AT THE SELLER'S COST FOR UP TO ONE YEAR AFTER THE DATE OF FINAL COMPLETION. PLEASE SEE SECTION 5.

F. INDEMNIFICATION: THE RIDER CONTAINS STANDARD, PROTECTIVE INDEMNIFICATION LANGUAGE IN WHICH THE SELLER IS OBLIGATED TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY FROM ALL LOSSES RELATED TO ANY BREACH OF THE PSA. THE SELLER'S INDEMNIFICATION OBLIGATIONS SURVIVE FOR TEN YEARS AFTER CLOSING. THE SELLER DOES NOT HAVE TO INDEMNIFY THE CITY FOR BREACHES THAT WERE DISCLOSED PRIOR TO CLOSING IN A SPECIFICALLY IDENTIFIED DELIVERY FROM THE SELLER AS PART OF THE ONGOING DUE DILIGENCE.

G. MEDIATION: THE RIDER CONTAINS A MEDIATION PROCESS WHICH WILL BE USED TO RESOLVE DISPUTES OTHER THAN CLAIMS RELATING TO THE RIGHT TO TERMINATE THE PSA. PLEASE SEE SECTION 8.

H. CHANGES: THE CITY MAY REQUEST CHANGES TO THE PLANS AFTER THEY HAVE BEEN APPROVED BY CITY. ONCE REQUESTED, THE SELLER PRICES THE REQUEST AND THE CITY CAN DECIDE IF THEY WISH TO PURSUE THE CHANGE. THE SELLER MAY ALSO REQUEST CHANGES AT IT'S SOLE COST AND EXPENSE AS LONG AS THE OUTSIDE DATE OF SUBSTANTIAL COMPLETION DOES NOT CHANGE, AND AS LONG AS THE CHANGE DOES NOT AFFECT THE CITY'S INTENDED USE OF THE PROPERTY. PLEASE SEE SECTION 9.

I. ADJUSTMENTS: SELLER MAY NOT EXTEND THE WORK COMMENCEMENT DATE OR THE OUTSIDE DATE OF SUBSTANTIAL COMPLETION WITHOUT THE CONSENT OF THE CITY. PLEASE SEE SECTION 10.

J. INSURANCE: THE SELLER MUST PROVIDE STANDARD, PROTECTIVE INSURANCE DURING THE TERM OF THE PSA AND MUST NAME THE CITY AS AN ADDITIONAL INSURED. THE CITY'S RISK MANAGER HAS APPROVED THE INSURANCE PROVISIONS OF THE RIDER. PLEASE SEE SECTION 11.

K. MISCELLANEOUS:

1. CITY APPROVAL AND WAIVER: THE CITY LIBRARIAN IS AUTHORIZED TO MAKE ALL APPROVALS, WAIVERS, EXTENSIONS AND OTHER DETERMINATIONS UNDER THE PSA AND RIDER. PLEASE SEE SECTIONS 12.7 AND 12.9.

2. Deemed Approval: With respect to matters for which the City must respond within a certain time period, in the event that the City does not respond within that time period, and within two business days after the Seller sends a second notice to the City, the City will be deemed to have approved the specific matter at issue. Please see Section 12.10(c).



SUMMARY OF PROPOSED PURCHASE AGREEMENT FOR**MISSION BAY BRANCH LIBRARY****I. AGREEMENT OF PURCHASE AND SALE OF REAL PROPERTY FOR THE PROPOSED MISSION BAY BRANCH LIBRARY (the "Agreement")**

A. Proposed Project: The proposed project is the purchase from the San Francisco Redevelopment Agency (the "Agency") of an approximately 7,700 square foot branch library (the "Library Improvements") on a portion of Parcel N3a-1 in the Mission Bay North Redevelopment Project Area. The Library Improvements are to be delivered in move-in condition, with the core and shell and all tenant improvements completed except for those punchlist items approved by the Library staff. The branch library will have a separate main entrance fronting on 4th Street between the Mission Creek Channel and Berry Street, and it will be developed as part of a larger mixed-use project (the "Overall Project") consisting of approximately 139 units of affordable housing for seniors (the "Housing Parcel"), approximately 23,400 square feet of office space for nonprofit and/or public service agencies (the "Office Parcel"), and the Library Improvements. The City will also have the right (i) to use a community meeting room for non-commercial activities consistent with the operation of a public branch library for up to 20 hours per week so long as the library provides the Housing Parcel operator with a minimum of 60 days notice of its request to use these spaces, (ii) the right to rent on a monthly basis at least two (2) parking spaces in the garage of the Housing Parcel at fair market rental value, and (iii) the right to use the loading dock and trash room located within the Housing Parcel. Because the branch library will be part of a larger project, the library will share with the Housing Parcel and the Office Parcel the use and maintenance of the HVAC system, the fire alarm system, and a portion of the main sewer and storm drain facility. The library will also share in the cost of on-going exterior building cleaning, street landscaping, sidewalk maintenance and repair, and exterior lighting. Specific design development plans prepared by the architectural firm of Hardison, Komatsu, Ivelich, & Tucker will be incorporated by reference into the Purchase and Sale Agreement.

B. Purchase Price: The Purchase Price will be presented to the Library Commission at its July 2, 2002 meeting. As was presented to the Library Commission when it approved the Letter of Intent for this project, the purchase price is based upon the actual cost of designing and constructing the core and shell and tenant improvements for the branch library plus 10% of such costs for project management expenses. The developer of the project will be giving the City a proposed purchase price based upon design development plans dated June 20, 2002, and approved by Library staff, and that price will be presented to the Library Commission for its consideration at its July 2, 2002 meeting. If the actual cost of constructing the library is less than the proposed purchase price, the final purchase price will be adjusted downward. If the actual cost of constructing the library exceeds the proposed purchase price as a result of changes to the design development plans approved by the Library staff, the purchase price will be adjusted upwards, subject to the City's right to terminate the Agreement as discussed below in the Construction Rider. The project management expenses will be fixed at 10% of the proposed purchase price regardless of whether the final purchase price is adjusted upwards or downwards. (Section 2 of the Agreement)

C. Payment: In order to avoid paying additional financing costs related to the developer's carrying the cost of constructing the library until the Closing Date, the Purchase Price will be paid out as construction proceeds. Payments are divided into three categories: (i) "Soft Costs", which are the architectural, engineering, and other design costs for the Library Improvements (including any change orders approved by the Library staff) and other pre-development costs; (ii) "Hard Costs", which are the costs related to the actual construction of the Library Improvements (including any change orders approved by the Library staff); and (iii) the Project Management Costs which will be fixed at 10% of the proposed purchase price. The City will pay both Soft Costs and Hard Costs no more frequently than once a month only after the Library staff have approved requests for payment. The City will have five business days to review and approve or object to specific amounts in a Payment Request. The City must pay all amounts in a Payment Request that it does not object to in writing, and if the City fails to object in writing to amounts in a Payment Request within five business days, it will be deemed to have approved those amounts in the Payment Request. Any disputes as to any City objections to any amounts in a Payment Request will be resolved through a mediation procedure set forth in the Construction Rider and described below. The City will make no payments on Hard Costs until, among other things, (1) the Redevelopment Agency has acquired full legal and equitable ownership of Parcel N3a-1, (2) a final subdivision map approved by the Library staff has been recorded creating a legal parcel out of the Library Parcel, (3) the developer has obtained all necessary permits to perform the work for which payment is requested, and (4) the developer has submitted all required insurance certificates and endorsements. A Punchlist Reserve of 10% will be held back from each Hard Cost payment and will be paid as follows: upon the expiration of the Due Diligence Period and provided the City has not objected to the Notice of Substantial Completion, the City will release all but the greater of 50% of the Punchlist Reserve or 200% of the estimated cost of completing all Final Punchlist items; then the City will release all remaining funds in the Punchlist Reserve only when all Final Punchlist Items are completed, which completion may occur after the Closing. The Project Management Costs will be paid as follows: (a) 50% within 30 days after the Agency's issuance to the developer of a Notice to Proceed or January 1, 2003, whichever occurs later; (b) 40% upon the expiration of the Due Diligence Period, including any extensions thereto; and (c) 10% upon completion of all Work including all Punchlist items. (Section 2 of the Agreement)

D. Bonds and Insurance. The Agency or developer will be required to obtain and maintain performance bonds and labor and materials bonds in the aggregate amount of 100% of the total cost of constructing all Library Improvements and the core and shell of the superstructure for the overall project. (Section 2.9 of the Agreement) The developer will also be required to obtain a builders' risk insurance policy for 100% of the replacement value of all completed improvements, with a deductible not to exceed \$10,000 for each loss and including the City as a loss payee. (Section 11 of the Construction Rider)

E. Condition of Title. The Agency will deliver the Library Parcel and the Library Improvements to the City subject only to a right of reverter in the Grant Deed, the Declaration of Restrictions, the Reciprocal Easement Agreement, the Joint Use Agreement (each of which will be described below), and those accepted conditions of title set forth in an attachment to the Owner Participation Agreement between the Redevelopment Agency and Catellus Development Corporation for the Mission Bay North Redevelopment Project Area. The City must obtain an ALTA title insurance policy insuring the agreed upon condition of title as a condition precedent to the City's obligation to close escrow. (Section 3 of the Agreement)

F. Other Conditions to Closing and Closing:

1. **Conditions:** There are several standard, protective conditions to Closing contained in the Agreement (the "City Conditions Precedent"), the most significant of which is Substantial Completion of the Library Improvements to the Library Parcel and our inspection and approval of the Work (others include no default, condition of the Property, title insurance, and performance of all obligations under the Construction Rider). (Section 5 of the Agreement)

2. **Closing:** Closing will be a date which is the earlier of (i) 10 business days after the satisfaction of the City Conditions Precedent and the expiration of the City's Due Diligence Period and (ii) four years from the signing of the Purchase and Sale Agreement. (Section 7 of the Agreement)

G. Due Diligence: The City will have 15 business days after its receipt of a Notice of Substantial Completion from the Agency to determine whether all of the improvements for the Library Parcel have been completed in accordance with the approved construction plans and other Development Documents and whether other conditions precedent to the City's obligation to purchase the property have been satisfied. The procedures for the issuance of a Notice of Substantial Completion are set forth in the Construction Rider and described below. If the City disputes the accuracy of the Notice of Substantial Completion, the City's Due Diligence Period will be extended by the number of days it takes to resolve the dispute in writing. If during the Due Diligence Period, the City discovers any defects in construction but does not dispute the accuracy of the Notice of Substantial Completion, then a condition precedent to the City's obligation to close escrow will not have been satisfied and the City will not be obligated to purchase the Library Improvements. (Section 4 of the Agreement and Section 4 of the Construction Rider)

H. Agency's Duty to Reimburse City Costs. If the Agency fails to deliver the Library Parcel and all improvements in accordance with the Construction Rider, in the condition of title set forth in the Agreement, and in accordance with other terms and conditions of the Agreement, then the City can terminate the Agreement and require the Agency to reimburse the City all costs paid pursuant to Section 2 of the Agreement plus interest at the rate of the Library Bond Funds on the date of the termination. (Sections 5 and 13)

I. Representations and Warranties. The Agreement contains standard, protective representations and warranties from the Agency that mostly relate to the condition of the Library Improvements and the land now and at Closing. (Section 9 of the Agreement)

J. Risk of Loss: If there is any damage or destruction to the Library Improvements prior to the Closing and the amount of such damage or destruction does not exceed 50% of the purchase price, the City must proceed to purchase the Library Improvements at the Closing with a credit for any deductible amounts from insurance proceeds and any costs not covered by insurance. If the amount of damage or destruction is greater than 50% of the purchase price, both parties will have the right to terminate the Agreement. If the Agreement is terminated in this manner, the Redevelopment Agency will be required to reimburse the City for all of the City's payments made plus interest at the rate of the Library Bond Funds. (Section 11 of the Agreement)

K. Defaults: If the Agency fails to deliver the Library Improvements in the condition required by the Agreement and the Construction Rider on the date of

Closing, the City can require the Agency to reimburse the City for all moneys paid out plus interest at the rate of the Library Bond Funds as well as seek other remedies that are available to it at law or in equity. If the Agency defaults on any other obligation under the Agreement, the Agency must pay the City's actual and reasonable out-of-pocket expenses as a result of such default plus \$100 per day that the default remains uncured. (Section 13 of the Agreement)

L. Construction: All issues concerning the design and construction of the Property are governed by the Construction Rider which is an Exhibit to the Agreement and which is described in more detail below.

II. CONSTRUCTION RIDER ATTACHED TO THE AGREEMENT AS EXHIBIT G

A. The Construction of the Improvements:

1. Summary: The Agency and the developer are required to complete the Work in compliance with all Laws, Regulatory Approvals, a Construction Schedule developed and circulated by the developer and approved by the City, and in accordance with the Plans developed by the developer and approved by the City as described in the Construction Rider. The "Work" includes every activity necessary to design and construct the Library Improvements, and all other aspects of the foundation, superstructure and infrastructure that serve the Library Improvements. The Agency or the developer are required to provide all labor, services, supplies, materials, equipment and testing necessary to perform the Work. (Section 1 of the Construction Rider)

2. City Inspections: The Agency, developer, and the City will coordinate to allow a City Representative to inspect upon the completion of certain items of Work, and otherwise from time to time. (Section 1.9 of the Construction Rider)

3. Bonds and Insurance: As stated above, the Agency or developer will be required to obtain and maintain performance bonds and labor and materials bonds in the aggregate amount of 100% of the total cost of constructing all Library Improvements, including the core and shell of the superstructure for the Overall Project. See Section 2.9 of the Agreement. The Agency or developer will also be required to obtain a builders' risk insurance policy for 100% of the replacement value of all completed improvements, with a deductible not to exceed \$10,000 for each loss and including the City as a loss payee. (Section 11 of the Construction Rider)

B. Design Professionals Contracts: The Agency or developer will be solely responsible for hiring and paying any Design Professionals necessary to design and construct the Project. The Construction Rider lays out certain customary, protective provisions that the City has an interest in making sure are included in such Work Contracts (such as the obligation to observe the Work for progress and conformity with the approved Plans). The Construction Rider also requires that the City be named as a third party beneficiary of each Design Professional's contract to perform any Work. (Section 2 of the Construction Rider)

C. Submittals and Review: Design Development Plans approved by the Library staff will be attached to the Construction Rider depicting all items of design and construction of the Library Improvements for which the Redevelopment Agency and the City have reached an agreement as of the date of the signing of the Agreement. Thereafter, all Submittals must build upon and must be consistent with the Design Development Plans or the last previously approved Submittals. The Agency or developer

submits the design and construction documents in four major stages: Schematic Design (to the extent not already approved), Design Development (to the extent not already approved), 50% Construction and 100% Construction. However, as indicated, the City will have already reviewed and approved the Design Development Plans, which will be attached to the Construction Rider. The City reviewed and approved Schematic Design Plans prior to the preparation of the Design Development Plans and to the signing of the Agreement. The City has 5 business days after each Submittal to review the Submittals and determine whether there are any Material Deviations from the approved Design Development Plans or any more recently approved Submittal after the Design Development Plans. If there are any Material Deviations, the Agency or developer must revise the Submittal to make it consistent with the Design Development Plans or such other previously approved Submittals. If there is any disagreement as to whether a Material Deviation exists, the City and the Agency will resolve the dispute through the dispute resolution process set forth in Section 8 of the Construction Rider. (Section 3 of the Construction Rider)

D. Seller's Other Duties:

1. **Timing:** The Agency or the developer must begin construction of the Improvements and achieve Substantial Completion in accordance with the Construction Schedule that the developer prepares and the City approves pursuant to Section 1 of the Construction Rider. The outside date for completion of the Library Improvements is 4 years from the date the Agreement is fully signed. (Section 4.1 of the Construction Rider)

2. **Substantial Completion:** "Substantial Completion" is defined as the time when (a) the Work has been sufficiently completed (subject only to punchlist items) so that the City can use and occupy the Library Improvements for its intended use under the Agreement, and (b) a temporary certificate of occupancy or a final certificate of occupancy has been issued by the Department of Building Inspections. See Section 1.10 of the Construction Rider. The developer will notify the Agency when the developer, the developer's contractor, and the developer's architect(s) all concur that Substantial Completion has been achieved. Once the Agency concurs with such determination, the Agency will issue to the City a Notice of Substantial Completion, and upon the City's receipt of such Notice of Substantial Completion, the City's Due Diligence Period begins. If the City disagrees with the Notice of Substantial Completion, the City must notify the Agency in writing and the City's Due Diligence Period will be extended by the number of days it takes to resolve the dispute in writing. If during the Due Diligence Period, the City discovers any Defective Work but does not dispute the accuracy of the Notice of Substantial Completion, then Sections 1.12 and 5 require the Agency to correct such Defective Work. If during the Due Diligence Period, the City discovers only minor punchlist items to be completed, the City will make a list of such items and approve any other punchlist items submitted by the Agency or developer, and the Agency or developer must complete all items on the punchlist within 30 days after the City has approved the punchlist. The completion of all punchlist items may occur after the Closing. Upon completion of the punchlist items, the City will release the remaining funds in the Punchlist Reserve. (Sections 4.1.3, 4.1.4 and 4.1.5 of the Construction Rider)

3. **Punchlist:** When the Agency submits its Notice of Substantial Completion to the City, the Agency or developer will prepare a list of Punchlist Items. During the Due Diligence Period, the City can add other incomplete items to the Punchlist. Completion of the Punchlist Items may occur after Closing. After the City has approved all items on the Punchlist, the Agency or developer will have 30 days to complete all items on the Punchlist. Upon completion of the Punchlist Items, the

remaining funds in the Punchlist Reserve will be paid to the Agency. (Sections 4.1.4 and 4.1.5 of the Construction Rider)

4. Other Responsibilities: The Agency is responsible for obtaining all Regulatory Approvals, labor, services, materials and supplies, for arranging for reviews and inspections, paying all taxes related to the Work, providing for supervision, safety and security, for keeping the Property clean and for paying its debts. (Section 4.2 of the Construction Rider)

E. Defective Work: The Agency is responsible for correcting all Defective Work at no additional cost to the City for up to one year after the date of Substantial Completion. (Sections 1.12 and 5 of the Construction Rider)

F. Indemnification: The Construction Rider contains standard, protective indemnification language in which the Agency is obligated to indemnify, defend and hold harmless the City from all Losses related to any breach of the Construction Rider. The Agency's indemnification obligations survive after Closing until any action against the Agency with respect to such indemnity is barred as a matter of law. (Section 6 of the Construction Rider)

G. Mediation: The Construction Rider contains a mediation process which will be used to resolve disputes other than claims relating to the right to terminate the Agreement. (Section 8 of the Construction Rider)

H. Changes: No changes may be made to the approved 100% Construction Plans or the Work except by Change Order. The City may request changes to the approved 100% Construction Plans if the City pays the actual costs associated with the request. The Agency may also request changes, but it cannot perform any Work in connection with such requested change unless the City has approved a Change Order for the Agency's requested change. (Section 9 of the Construction Rider)

I. Adjustments: The Purchase Price that will be stated in the Agreement can be adjusted in one of two ways. First there will be an Initial Adjustment. Within 60 days after the 100% Construction Plans have been approved by the City, the Agency will submit a guaranteed maximum price proposal (the "GMP Proposal") for the construction of all Library Improvements. If the the GMP Proposal exceeds the Purchase Price stated in the Agreement by 5% or more, the City will have the right to terminate the Agreement subject to the City's obligation to reimburse the Agency for all actual costs incurred by the Agency to redesign the Library Parcel for another use. The City's obligation for such reimbursement shall not exceed the total soft costs paid by the City up to the date of termination. If the GMP Proposal is not 5% or more (or even if it is less) than the stated Purchase Price, the Purchase Price will be adjusted upwards or downwards based upon the GMP Proposal. Second, the Purchase Price can be adjusted upwards or downwards based upon Change Orders approved by the City. Upon the expiration of the City's Due Diligence Period, the Final Purchase Price will be determined by totaling up all the adjustments (both up and down) that were approved by the City together with any Initial Adjustment. (Section 10 of the Construction Rider)

J. Insurance: The Agency must provide standard, protective insurance during the term of the Agreement and must name the City as an additional insured. The City's Risk Manager has approved the insurance provisions of the Construction Rider. (Section 11 of the Construction Rider)

K. City Approval and Waiver: The City Librarian is authorized to make all approvals, waivers, extensions and other determinations under the Agreement and the Construction Rider. (Sections 13.18 and 13.19 of the Construction Rider)

III. RECIPROCAL EASEMENT AGREEMENT ATTACHED TO THE AGREEMENT AS EXHIBIT L

The Reciprocal Easement Agreement (REA) will create easements for each of the parcels on Parcel N3a-1 for the installation, operation, use, maintenance, repair, relocation, and replacement of utilities, support structures, and other common building components across each of the other parcels as shown on the design development plans. Each parcel will also have an easement for minor encroachments of that parcel's improvements upon each of the other parcels which do not materially interfere with the use and enjoyment of the parcel upon which the encroachment exists. The REA will require each of the users of the parcels to exercise their easement rights in a manner that minimizes any interference with the other parcel's intended use(s). Each parcel will share in the cost of repairing and replacing any common structural or other common building components in accordance with a schedule of values which will be attached to the Construction Rider to the Purchase and Sale Agreement. Each parcel Owner will be solely responsible for (a) maintaining, repairing, and replacing those Improvements that are wholly within and benefit only that parcel Owner's parcel, and (b) for maintaining those portions of common building components that are wholly within that parcel Owner's parcel.

IV. JOINT USE AGREEMENT ATTACHED TO THE AGREEMENT AS EXHIBIT N.

The Joint Use Agreement gives the City easements for the right to use the community meeting room, the ground floor garden between the Library Parcel and the community meeting room, up to two parking spaces, the loading dock and trash room in the Housing Parcel. It also gives the City shared responsibilities and uses of the rooftop HVAC system, fire alarm system, and parts of the sewer and storm drainage system, and it creates an obligation for the Library to pay for the use of the foregoing facilities and other shared responsibilities as set forth below:

<u>Shared Use Facility/Responsibility</u>	<u>Library's Share of Costs</u>
Community Meeting Room	Hourly rate reflecting Housing Parcel's actual cost of maintaining and operating the Room.
Ground Floor Garden	Housing Parcel 2/3, Library 1/3.
Up to two Parking Spaces	Prevailing market rate for similar parking spaces in the area surrounding the project.
Sewer and Storm Drain	Based upon Library's water

Facilities	usage on an annual basis.
Rooftop HVAC	Based upon percentage of Library's square footage to total square footage of the overall project (hereafter referred to as the "Percentage Share").
Fire Alarm System	[Percentage Share vs. # of devices.]
Exterior Building Cleaning	Percentage Share
Street Landscaping	Percentage Share
Sidewalk Maintenance and Repair	Percentage Share
Exterior Lighting	Percentage Share
Loading Dock	No Cost
Trash Room	No Cost, but Library will be responsible for own trash pick-up and disposal costs.

IV. DECLARATION OF RESTRICTIONS REGARDING USE AND SALE ATTACHED TO THE AGREEMENT AS EXHIBIT O

The Declaration of Restrictions Regarding Use and Sale (the "Declaration") prohibits the City from using the Library Parcel for anything other than the operation of a public branch library that will be open to the general public on similar days and hours and terms as other branch libraries of similar size in the City's Public Library system, including good faith efforts to include at least one weekday night and one weekend day in the operating schedule. The words "operation of a public branch library" is defined as any library uses approved by the Library Commission of the City and County of San Francisco that support cultural, educational and/or recreational uses available to the general public in San Francisco ("Library Uses"). Such Library Uses may be offered in partnership with other public agencies or non-profit organizations. The Declaration allows the City to change the use to something other than a Library Use if (i) the Agency agrees to such change in use in writing, or (ii) the City has (with the approval of the Library Commission) openly, obviously, notoriously, and continuously used any portion of the Library Parcel for a non-Library Use for a period of 18 months. (Sections 1 and 4 of the Declaration)

The Declaration also prohibits the City from selling or transferring the Library Parcel without the prior written consent of the Agency, which consent cannot be unreasonably withheld or delayed. However, the Declaration does allow the City to transfer the Library Parcel for municipal finance purposes where (i) the Use Restrictions described above continue in effect, and (ii) the term of any such financing does not exceed 30 years. (Section 6 of the Declaration)

The Agency will also have a Right of Reverter which it can exercise if the City ever violates the use or sale/transfer restrictions set forth in the Declaration. The Agency can only exercise its Right of Reverter if the City fails to cure any violation of the restrictions within 30 days after receiving notice of violation from the Agency. If the Agency exercises its Right of Reverter, the Agency must exercise its Right of Reverter by (i) serving the City with a written notice from the Agency stating the Agency's intent to exercise its Right of Reverter, and (ii) delivering to the City or depositing into a joint escrow account approved by the City cash or equivalent in a sum equal to the Final Purchase Price under the Agreement plus the cost of any depreciated additional capital improvements to the Library Parcel undertaken by the City subsequent to the Closing Date (the "Reverter Price"). (Section 7 of the Declaration)

The restrictions on use and sale/transfer remain in effect only until the first occurrence of: (a) the City sells its interest pursuant to Section 5 of this Declaration, or (b) the Agency no longer owns the underlying fee to the Housing Parcel or the Office Parcel. (Section 8 of the Declaration)



San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

**Branch Library Improvement Program (BLIP)
Advisory Committee Meeting
June 12, 2002**

Introductions

The following committee members and staff were in attendance: Ann Dalton (San Francisco Unified School District); Susan Hildreth (City Librarian/Staff); Tim Kelley (Landmarks Preservation Advisory Board); Harlan Kelly Jr. (Department of Public Works); Kieu-Anh King (Mayor's Budget Office); Donna Mandel (Board of Supervisors); Harry Mar (SFPL Accessibility Panel); Glen Ramiskey (Friends & Foundation); Chet Roaman (Council of Neighborhood Libraries); Marjorie H. Stern (Commission on Aging & Adult Services); Marilyn Thompson (Bond Program Manager/Staff); and Paul Underwood (Deputy City Librarian/Staff).

Branch Art Program (See Attachments)

Judy Moran (San Francisco Arts Commission) presented a brief slide show with samples of the artists' work that are already in the selection pool. Six branches are eligible for art work (Richmond and the five new branches.) Panel will review and select artists at the branch level.

Review Charge

Susan Hildreth (City Librarian) reported that she felt the Committee's charge is to test ideas and concepts and act as a sounding board for program wide issues. Committee members expressed the following ideas:

- Minutes should reflect input from members.
- Should committee have wider representation of groups?
- Agenda item for next meeting: Who else should be at the table?

Proposition 14 State Library Bond (See Attachment)

Susan Hildreth reported that the Library completed the Excelsior application for the 1st cycle of funding and will submit application to the State by the June 14 deadline. Awards are granted approximately 4 months after submittal. The process is very competitive - 1 out of 4 grants is anticipated to be awarded. The 2nd cycle of applications is due in March 2003; the 3rd cycle in January 2004. The Library will not be submitting an application for Mission Bay because the Library will not hold unrestricted title to the land. A committee member suggested pursuing joint ventures with schools, such as the MLK Jr. High School site and Portola. There is the possibility that there will be a new bond measure on the 2004 ballot which would make it possible to apply for more state grant funds.

Design Excellence Program

Marilyn Thompson (Bond Program Manager) reported on the goals and elements of the Design Excellence Program (*see powerpoint attachment*).

Committee member questions and comments:

- It would be beneficial for the Library to make citywide presentations on the status of the Bond Program and to get more press coverage (Contact Chronicle, Independent and SPUR).
- How many communities have met? Portola, Ingleside, Visitacion Valley, Glen Park, Richmond, Noe Valley and Excelsior. Marina and Parkside meetings will be held soon.

Relocation Planning

Paul Underwood (Deputy City Librarian) reported that a Staff Task Force has been formed to examine alternate services while branches are closed. Various options are being examined: Extending hours at neighboring branches (eg., opening Parkside on Sundays and Merced on Mondays when West Portal is closed for 3 months); and providing bookmobile service which would enable patrons to pick up reserves, access the internet, and have access to small collection of books and videos.

Committee member questions and comments:

- One member is very concerned about the closure of the resource branches.
- Some communities don't have as many choices for utilizing alternative neighboring branches.
- Are there any schools that have surplus properties or underutilized areas?
- Are there any restrictions on types of materials in schools?
- Would it be possible to provide transportation to temporary locations? (Too expensive; SF has good public transportation).
- Distribute Muni vouchers for travel to alternative sites. Establish a Muni "free zone" in part of the City.
- Place pcs dedicated to SFPL catalog in Rec Centers, kiosks in shopping centers (Paul will check with San Jose, where a Library kiosk pilot is in progress), Fire Departments, Police Stations.
- There are security issues re: wireless technology.

Regular Meeting Time

Decided to keep meetings on the second Wednesday every other month, from 5-7 pm.

Next Meeting is scheduled for August 14, Wednesday, 5-7 pm in Latino Hispanic Meeting Room A, lower level of the Main Library.

Materials Distributed

- ♦ Agenda Packet:
 - Branch Library Improvement Program Art Enrichment Master Plan
 - Proposed Art Enrichment Fund, May 16, 2002
 - Proposition 14 Considerations
 - Design Excellence Program Powerpoint handouts
 - Design Excellence Program Guidelines



DOCUMENTS DEPT.

AUG 19 2002

SAN FRANCISCO
PUBLIC LIBRARY*San Francisco Public Library Commission*

100 Larkin Street, San Francisco, CA 94102

Phone 415.557.4233, Fax 415.557.4240

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the meeting of Thursday, June 20, 2002.

(As approved August 15, 2002)

The San Francisco Public Library Commission held a regular meeting on Thursday, June 20, 2002 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:09 PM by President Higuera.

The following members were noted present: Commissioners Bautista, Chin, Coulter, and Higuera. Vice President Steiman joined the meeting at 4:13PM. Commissioner Swig was excused attendance

President Higuera announced that he was reordering the taking of agenda items moving item #3 to 4th place and moving item #4 to 3rd place.

AGENDA ITEM #1 BOND PROGRAM MANAGERS REPORT

(Explanatory documents: Bond Program budget and schedule documents)

Branch Bond Program Manager Marilyn Thompson announced that there would be no informational report at this meeting. Ms Thompson then reported that there had been no changes in the Bond Program Budget since her last report. The Bond Program Manager noted that current Bond Program expenditures and encumbrances totaled \$877,405. Ms. Thompson then discussed the program schedule report informing the Commissioners of scheduling plans to make sure that adjacent branches were not under construction at the same time. The Bond Program Manager brought the Commissioners up to date on recent program activities regarding proposed designs for the Glen Park Branch and announced Babette Drefke and Michael Kurtz had been selected as community representatives for the public art program for the new Mission Bay Branch Library. Ms. Thompson next reported on the active projects: the Richmond Design Workshop, the Excelsior Prop. 14 (State Library Bond) application, a Noe Valley Branch program assessment, and activities related to the Marina, and Parkside Branches. Ms. Thompson reported on a School District discussion of issues related to the possible Portola Branch site. The Bond Program Manager then informed the Commissioners of community outreach activities discussing community meetings sponsored or attended by the library staff. Ms. Thompson noted that the Bond Program Website was in operation and that a second Bond Program newsletter would be issued in June. The Bond Program Manager noted there would be no special report this month.

Public comment on AGENDA ITEM #1 BOND PROGRAM MANAGERS REPORT

An anonymous member of the public commented that the explanatory documents were difficult to read. This anonymous member of the public observed that the proposed pairing

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Villie L. Brown, Jr.
Mayor

Charles A. Higuera, A.L.A.
resident

Carol Steiman
Vice President

Eileen Marte Bautista
Donnie K. Chin
Steven A. Coulter
Jan A. Streets
Arian W. Swig
Commissioners

Isan Hildreth
Librarian

Michael Housh
Commission Secretary



of branches was new and suggested that there had been a promise of alternative services when branches were closed. This person commented that the rapid pace of decisions suggested that the process was getting away from the Commission. Mr. Peter Warfield commented that copies of the slides presented were not available nor were some explanatory materials mailed out with the agenda and expressed the view that this undermined the ability of the public to make informed comment. Ms. Jeannene Przyblyski, Noe Valley, reported that with the help of the Friends of Noe Valley more than 400 community surveys concerning the Noe Valley Branch had been returned to the Library.

Commission comment on AGENDA ITEM #1 BOND PROGRAM MANAGERS REPORT

In response to questions by President Higuera, Deputy City Librarian Paul Underwood discussed in greater detail the plans to space out the branch library bond program so that adjacent branches would not be closed at the same time. Mr. Underwood noted that additional hours may be added to nearby branches to provide continuity of services during period when a branch was undergoing renovation. In response to a questions by Commissioners Bautista and Chin, Ms. Hildreth and Mr. Underwood explained how the artist selection and community review and input of public art works created for Branch Library Bond Program projects would be overseen by the staff of the Art Commission.

AGENDA ITEM #2 RICHMOND BRANCH DESIGN WORKSHOP

(Explanatory document: Richmond Branch Design Workshop Report)

The Deputy City Librarian discussed in great detail the Richmond Branch Library Design Review Workshop and outlined how staff had reconsidered the design approaches for the Richmond Branch Library in response to community concerns with the initial proposals presented in February. Mr. Underwood noted that the scope of the project had been reconsidered to allow for a 40% increase in space at the branch and that the community had been very actively engaged in the design process during design workshops held during June 6 through June 9.

Commissioner Streets joined the meeting at 4:34PM.

Mr. Underwood noted that the goals of these workshops were different from those of the design charrette and that every effort was made to identify those things about the branch that people were most passionate about. Mr. Underwood noted that user surveys had asked specifics of what was wanted and that users were asked to rank the importance of various branch spaces and concerning the branch collections. The Deputy City Librarian highlighted the input by branch staff and noted that Library Administration was also interviewed to get a systemwide perspective about what could work best in the renovated and expanded branch. He discussed the contributions made by the consultants: Jill Stoner of Stoner Meeks Architects, Preservation Architect Jerry Takano, and consulting structural engineers and highlighted the input of community focus groups in achieving consensus on what the community and staff wanted in the renovated and expanded building and surrounding grounds. The four proposed design concepts discussed were described and the issues raised by older adult, adult, teen, and parent users were reported in further detail. Ms. Thompson and Mr. Underwood then outlined the next steps in the process to go forward with a preferred design.

Public comment on AGENDA ITEM #2 RICHMOND BRANCH DESIGN WORKSHOP

An anonymous member of the public commented that they had attended the workshop and noted that a number of people had complemented the process but also expressed concern that issues related to the art enrichment program and a relationship with the school district had not been fully explained. Mr. Ron Miguel, President of the Planning Association of the Richmond noted that the community had had concerns with the initial designs but that all of the concerns had been addressed during the workshops and that the community was well satisfied with results that works for the library and for the neighborhood. Mr. Miguel called particular attention to the excellence of the landscape design and praised Ms. Hildreth's leadership in addressing the neighbors' concerns. Ms. Marianne Duke, a neighbor who participated in the workshops, praised the library staff for helping a diverse community work together with the help of experts who listened carefully to produce a result everyone could be proud of. Ms. Duke suggested a standing ovation was deserved for all who had participated. Ms. Barbara Berman, Richmond resident, commented favorably that the Library had listened to community concerns and acted to address them. Commissioner Tim Kelley, Landmarks Preservation Advisory Board, praised the work of the design team as the beginning of a beautiful friendship that fully addressed the concerns of preservationists and reflected an open public process that deserved applause. Mr. Ed Regan offered several suggestions that he thought should be included in every branch renovation including a pamphlets room and expanded non-fiction collections in each branch library. Ms. Elaine Cohn, a Richmond neighbor, commented that the community had been very involved in this design process and felt consulted on the changes which impacted residents. N. Maye, observed that there needed to be more time allowed for staff to review the branch's collections and make the right decisions on weeding but that this design process was a big improvement over the first one with more staff and public involvement. Ms. Angela Tang, representing teen users, thanked the Library for actively seeking and encouraging teen involvement in the design process. Mr. Peter Warfield expressed appreciation for the presentation but suggested that he would have liked to have had the information presented available in advance. Mr. Warfield questioned the changes in the amount of increased space proposed for the Richmond Branch and expressed disappointment that book collection issues were not reported. Mr. Warfield expressed concerns with reports of heavy weeding and possible reductions in the collection's size. Tim Williams, Richmond Branch Library Manager, expressed strong support for the proposed new design noting that this proposal built on and enhanced the existing strengths of the branch. Mr. Williams explained that many of the materials removed from the collections had not circulated for more than two years or had long been missing and that there was no large-scale removal of books from the collection. The Richmond Branch Manager also expressed praise for the skillful work of Jill Stoner in conducting the successful workshops. Ruth Maginnis, Richmond Branch Library staff, commented that the February process did not reflect staff input and that she

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

hoped that the improved process would be used at other branches being renovated.

Commission comment on AGENDA ITEM #2 RICHMOND BRANCH DESIGN WORKSHOP

Commissioner Coulter applauded what he termed a good process. President Higuera noted that this was a good recovery from the first less than satisfactory effort at gathering input into the proposed design made in February under pressure to get a design ready in time for the first round of Prop. 14 (State Library Bond) applications. Commissioner Bautista suggested possible use of tiles to quiet the expected noise levels in the children's and teen areas. In response to comments by Commissioners and issues raised by members of the public, Ms. Hildreth explained the process used to arrive at the proposed increased size of the branch, improve its functionality, and remain within the budget. Commissioner Chin applauded the community's participation noting that it was good to hear about positive contributions. It was the consensus of the Commission that significant progress had been made in achieving the best possible design and that this matter should be continued to a future meeting for final consideration and approval.

AGENDA ITEM #4 PURCHASE & SALE AGREEMENT GLEN PARK BRANCH

(Explanatory document: summary of draft Purchase & sale agreement documents)

Bond Program Manager Marilyn Thompson introduced Ms. Carla Lieske, City Attorney's office, who provided the Commissioners with a detailed overview of the proposed Purchase and Sale Agreement for the new Glen Park Branch Library. Ms. Lieske reported that the 9,200 sq. ft. condominium space at the Glen Park Market Place Project would be priced at \$3,374,000 due at closing and that 10% would be retained for punch list items until sign off. The Deputy City Attorney reported on the details of the condominium agreement, the levels of due diligence required, the permit process and details of closing on the facility. Ms. Lieske then discussed the terms of the Construction Rider and outlined responsibilities of the seller.

Ms. Thompson then introduced Mr. David Prowler, Project Developer and his architect Mr. Jon Peterson. Mr. Prowler provided the Commissioners with an extensive overview of the proposed Glen Park Market Place project reporting that the grocery would be operated by respected local grocer Bi-Rite, a well know local grocer for 40 years. He noted that the store's owners lived in Glen Park. Mr. Prowler then discussed the formal planning approval process and reported that due to increased costs it had been necessary to eliminate the planned underground-parking element from the project. Mr. Prowler then discussed several presentations made to Glen Park neighbors concerning the proposed project, notably at the Glen Park Fair. Mr. Prowler then introduced Mr. Peterson for an overview of the preliminary designs being proposed. Mr. Peterson discussed the details of the proposed design as presented in several preliminary drawing of how the proposed project might look when viewed from several vantage points. Mr. Peterson noted the preliminary design called for lots of windows and maximum amounts of natural light for the library space but that the

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

final details of the design were still being developed in consultation with library staff and with input from Glen Park neighbors. Ms. Thompson noted that the interior design work was still being developed and that details would be presented at a future meeting. Ms. Thompson asked that the Commissioners review and consider the information that they had received and recommended that approval of the Glen park Branch Library Purchase and Sale Agreement be taken up at the Commission's July 2nd meeting.

Public comment on AGENDA ITEM #4 PURCHASE & SALE AGREEMENT GLEN PARK BRANCH

An anonymous member of the public observed that they had little to say except to hold their breath and hope for the best. This person noted that the Library had asked the voters to approve the Branch Bond so that every branch library would be in a city owned facility and that this proposal presented a potential for the Library to face similar problems it had experienced in previous years in this new space. Mr. Ed Regan recommended that the hours of operation for the new branches should be planned, that the needs of branch collections should be addressed, and that all new building should be two stories. Mr. Regan commented that he disliked the Library being located in a mixed-use facility preferring stand-alone buildings with room for expansion and parking. Mr. Peter Warfield commented that he had not had time to review the documents and expressed concerns about potential shared cost, how they would be apportioned, and what role the Library and the Commission would have in making changes in the building. Mr. Warfield also found of concern potential problems with supplemental agreements and the terms of the Construction Rider. Ms. Sybil Boutillier, a Glen Park neighbor, expressed concern with how the relationship between the elements in this project would work and raised concerns with the loss of parking in an area where parking was already difficult. Mr. Bruce Bonacker, Glen Park Merchants Association, noted extensive efforts ongoing to address parking concerns in the entire Glen Park village and that this project would be a significant enhancement to the community. Mr. Bonacker expressed strong community support for approval of this project.

Commission comment on AGENDA ITEM #4 PURCHASE & SALE AGREEMENT GLEN PARK BRANCH

President Higuera noted that this was not an "action" item and that details of the supplemental agreements and Construction rider would become clearer when the final documents were under consideration by the Commission for approval. Ms. Thompson pointed out the final design work would be vetted by the Design Excellence process created by the Library Commission. President Higuera emphasized the importance of gathering community and staff input regarding how the building presented itself to the community.

Commissioner Chin left the meeting at 6:00PM.

The City Librarian commented that the final documents would be ready for review prior to their consideration by the Commission. Vice President Steiman reported that there had been extensive community input at several community meeting and noted that staff had

The number of members of the public who spoke anonymously at this meeting. 1

been responsive and sensitive to the community suggestions. President Higuera raised a question left by Commissioner Chin who expressed concern that the building be structurally strong enough to meet the library's needs. In response to questions by President Higuera, Ms. Lieske elaborated on several aspects of the proposed Purchase and Sale documents noting that a condominium arrangement of this kind was unusual for a city department. Ms. Lieske discussed the aspects of the usual covenants and agreements found in mixed facilities and noted that details of the CC&R (shared use) agreements would be fully spelled out. In response to Commissioner's comments Mr. Prowler explained that the majority of the agreement language was standard "boilerplate" terms and that any issues involving shared areas could be resolved by the votes of the partners in the building, with one vote each for the grocer, the Library, and the residential units. There was a discussion between President Higuera and Mr. Prowler concerning ways of resolving issues and oversight during the construction phases of the development. It was noted that library staff had final sign-off on the plans that could not be changed without Library agreement and that the Library was fully in charge of its tenant improvements. Mr. Prowler welcomed participation of a library representative at all site meetings, inspections, and permit reviews. In response to questions by Commissioner Bautista the methods of delivery to the branch and use of a dedicated elevator were discussed. It was proposed that the final documents be brought to the Library Commission for its approval at its July 2, 2002 regular meeting.

President Higuera called a brief recess at 6:22PM.

Commissioner Streets left the meeting during the recess.

The Commission returned to session at 6:36PM.

AGENDA ITEM #3 PURCHASE & SALE AGREEMENT: MISSION BAY BRANCH LIBRARY (Explanatory documents: summary of Purchase & Sale documents)

Bond Program Manager Marilyn Thompson introduced Deputy City Attorney Donnell Choy who gave the Commissioners a detailed presentation on the proposed terms of a Purchase and Sale Agreement between the Library and the Redevelopment Agency for the new Mission Bay Branch Library. Mr. Choy called attention to the similarities and differences between this agreement and the agreement just considered for the new Glen Park Branch Library. Mr. Choy noted that this agreement called for the vertical and horizontal subdivision of the site giving the Library title to the property, with previously discussed restrictions on sale or alternative uses. The Deputy City Attorney noted that this property, a 7,700 sq. ft corner site at 4th and Berry Streets, was a prominent element in a mixed used facility that also included affordable senior housing, non-profit office space, and some retail spaces. Mr. Choy discussed in great detail: the division of the parcel; the library's share of cost for its portion of the building's costs; made a brief restatement of the sale and use restrictions; and discussed changes in how the payments would be made. Mr. Choy outlined in detail the Construction Rider, easements, reciprocal agreement terms, and issues related to joint use of some spaces. The Deputy City Attorney noted that the Library would receive a ready to move in facility and next outlined the details of the

The number of members of the public who spoke anonymously at this meeting. 1

permitting process that the City would undertake during the course of construction of this project. The Deputy City Attorney then described the remaining issues, such as the construction contract, setting a final closing date, and setting a performance schedule, to be worked out prior to the Commission giving its approval to the Purchase and Sale Agreement. Ms. Thompson noted that there would be a 5% cap on additional costs that should be able to fund any unanticipated additional costs thought interest income accumulated on the project's budgeted funds. Ms. Thompson then described the preliminary design for the overall structure highlighting proposed elements of the Library's portion of the building. The Bond Program Manager noted that the Library's L shaped space would be fronted by a curved glass wall facing a creekside promenade.

**Public comment on AGENDA ITEM #3 PURCHASE & SALE AGREEMENT:
MISSION BAY BRANCH LIBRARY**

An anonymous member of the public commented that they felt deluged with details and expressed concern about the provision of two parking spaces called for in one draft but not in a later version. This individual suggested that the entire issue raised questions as to why the Library was paying a developer for providing an amenity to its development instead of the developer paying the Library for providing such a benefit.

**Commission comment on AGENDA ITEM #3 PURCHASE & SALE AGREEMENT:
MISSION BAY BRANCH LIBRARY**

In response to questions by Vice President Steiman, Ms. Thompson discussed in greater detail what the Library actually owning the property on which the new branch was to be built meant. Ms. Thompson also in response to questions by President Higuera and Vice President Steiman discussed ways that the Library could control its share of costs for major changes in the costs or maintain an escape option for unanticipated problems such as a need for additional pilings for the entire building's foundation. In response to comments by President Higuera, Ms. Thompson also described how soft costs and shell and core elements costs could be managed describing the Library pro-rata share for shared areas of the building. In response to a question by Commissioner Bautista, Ms. Thompson confirmed that a soils analysis had been done and any toxics clean up was the responsibility of Catellus. President Higuera asked that staff develop a model of what the Library could expect in the way of normal operating costs for a new branch library.

AGENDA ITEM #5 APPROVAL OF THE MAY 3, 2002 MINUTES

**Public comment on AGENDA ITEM #5 APPROVAL OF THE MAY 3, 2002
MINUTES**

An anonymous member of the public called attention to comments they attributed to Commissioner Coulter regarding the symbolic value and importance of the Library's collections and remarks attributed to Commissioner Bautista making conditional her approval of the Excelsior Branch Library Prop. 14 (State Library Bond) Application on rethinking of the providing of lounge seating that this person found missing from the Minutes. Mr. Ed Regan found his remarks generally accurately reported but clarified that he had merely walked by the Bryant Street building but had not visited it.

Commission comment on AGENDA ITEM #5 APPROVAL OF THE MAY 3, 2002 MINUTES

Commissioner Coulter suggested that the Minutes be approved with a clarification of Mr. Regan's remarks on the Bryant Street building and that they also be revised to include his comments that every effort should be made to maintain the size of branch library book collections. Vice President Steiman called attention to the fact that many of the items that listed in branch collections were in fact long gone from the shelves and that much of the apparent reductions were in fact just a more accurate count of what was really there.

MOTION: by Commissioner Bautista, seconded by Commissioner Steiman for approval of the May 3, 2002 Minutes with correction of Mr. Regan's comments related to the Bryant Street building and Commissioner Coulter's remarks on branch collections.

ACTION: AYE 4-0 (Bautista, Coulter, Higuera, and Steiman)

AGENDA ITEM #6 APPROVAL OF THE MAY 16, 2002 as continued on May 21, 2002 MINUTES

An anonymous member of the public commented that this was the infamous meeting in two parts and that these Minutes exemplified the Commission's practice of taking the meaning out of the minutes citing discussions of the Design Excellence program, and the approval of a site for the Library Support Services Center.

MOTION: by Commissioner Bautista, seconded by Commissioner Steiman for approval of the May 16/21, 2002 Minutes.

ACTION: AYE 4-0 (Bautista, Coulter, Higuera, and Steiman)

AGENDA ITEM #7 APPROVAL OF THE MAY 21, 2002 MINUTES

Public comment on AGENDA ITEM #7 APPROVAL OF THE MAY 21, 2002 MINUTES

An anonymous member of the public expressed appreciation for the Commission taking a break but suggested that the public was most interested in being informed when the Commission returned to session. This individual also pointed out that former Commissioner Norman Wechsler's name had been mis-spelled in the In Memoriam adjournment motion.

MOTION: by Commissioner Bautista, seconded by Commissioner Steiman for approval of the May 21, 2002 Minutes with correction of any mis-spellings.

ACTION: AYE 4-0 (Bautista, Coulter, Higuera, and Steiman)

AGENDA ITEM #8 BLIP (Branch Library Improvement Bond program Advisory Committee) REPORT

Ms. Hildreth noted that there was no report but that this item was going to be regularly calendared on the Commission's second monthly meeting agenda so as to provide a regular opportunity for the Bond Program Advisory Committee to communicate with the Library Commission.

AGENDA ITEM #9 PUBLIC COMMENT

An anonymous member of the public objected that they had not been given opportunity for public comment on the Bond Program Advisory Committee Report. The anonymous member of the public found the discussion of the Richmond Branch design process provided an illusion of democracy that might come so close as to make little real difference to real democracy. This person cited a comment by Kant that a person can be fooled by the appearance of reality to such a degree that there is no practical difference with reality. This person commented further on the importance of creating democracy that eliminated barriers of race and class. Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight 7 days per week.

AGENDA ITEM #10 ADJOURNMENT

MOTION: Commissioner Bautista, seconded by Commissioner Steiman that the meeting be adjourned In memoriam of Library Carpenter Chris Mattis, who had served the Library faithfully and well for more than 20 years..

Public comment on Agenda item #10 ADJOURNMENT

None offered

ACTION: AYE 4-0 (Bautista, Coulter, Higuera, and Steiman)

The meeting was adjourned at 7:44PM.

Michael Housh, Commission Secretary 8/16/02

Minutes of the regular Commission Meeting of June 20, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, June 20, 2002

Item 1:

Bond Program Manager's Report

"The budget report is too small to read. It is claimed that type that small and having the report on one page are interdependent. I think it could be readable and on one page, but apparently wiser heads are in charge.

The impression is created that this report is contiguous with previous reports. But the rapid pace of decisions are based on assumptions you have not approved. An example is we suddenly have this idea of pairing branches. We are told that Eureka Valley and Noe Valley are paired. But people were promised there would be alternative service when their branches were closed. Now we are suddenly acquiescing to the idea that when Eureka Valley is closed one can just go to Noe Valley.

This may be a harbinger of this whole process getting away from this commission. I would urge you to proceed with some deliberation."

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, June 20, 2002

Item 2:

Richmond Branch Design Recommendation

"The commissioner sitting behind Darian Swig's name plate is not Darian Swig.

I attended the Richmond Workshop on Sunday. President Higuera and Foundation Director Gomez were there but they left early. I fancy they were ashamed, rather than bored.

Several participants thought it notable that they were not insulted as in the past. They might have preferred it to having their intelligence insulted.

There were three concealed factors which would have created a valid process.

It was not explained that the design enrichment program has a master plan that is distributing \$100,000 to other branches that would have come to them under the original formula.

They told that their book collection was going up 30% from 50,000 volumes to 65,000. They were not told that the figures for that branch were 80,000 one year ago.

People were not told about this branch being a shared facility with the school district under the Prop. 14 application."

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, June 20, 2002

Item 3:

Purchase and Sale Agreement: Mission Bay

"I am impressed with how quickly we become deluged by the details.

I note with some chagrin that it was the draft of June 13 that was distributed with the agenda and it is the draft of June 17 that is before you now. I didn't find changes that were too significant, but I might have been spared that exercise.

I seem to remember that under prior approval we got two parking spaces. What we have now is the right to pay rent on two parking spaces. But this brings to mind the ongoing, monthly costs. There are significant operating costs that have only been referred to peripherally.

This brings me back to my standard objection, which is that we are using the city's money to provide an amenity for this project. The value that is accruing to the developer is more than what we are paying."

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, June 20, 2002

Item 4:

Purchase and Sale Agreement: Glen Park

"We may have reached the hold our breath and hope for the best stage in this proposal.

The explanatory document that is three pages numbered four, five and six. I wonder what came before it.

The point here is that we went to the voters telling them that we needed a bond issue because each branch needed to be in city-owned property. We are now buying a condominium that, at least potentially, leaves us in the same problematic situation as in the past.

Bi-rite is a long way from the rather stark supermarket that was there before.

We can hope for the best and I do hope for the best."

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, June 20, 2002

Item 5:

Approval of the Minutes of May 7, 2002

"This was the meeting where Commissioner Coulter freaked everyone out because one had the impression that he was starting to get it.

During a discussion of the Excelsior Branch Prop. 14 application, Mr. Coulter made a dramatic presentation regarding the fact that the library's book collection had symbolic value. I was less enthusiastic when he went into the importance for fund-raising. The importance is the acknowledgment that symbolic value is value.

Later Ms. Bastista mentioned rethinking the sofas. Then there was a discussion about the approval of the application being conditional, but it was not clear whether the condition was related to the books or the sofas.

The minutes in the middle of page 4, where this would appear there is nothing. It was a discussion that I felt privileged to hear. It is a shame that at least some of it does not appear in these minutes."

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, June 20, 2002

Item 6:

Approval of the Minutes of May 16, 2002

"This was the meeting of infamy. It was actually two meetings that took place over two days. The library commission decided that they could call it one meeting and that would make it so, in much the same way that you could stick a feather in your cap and call it macaroni.

I am sure that Ms. Bautista finds that persuasive. The rest of you should be ashamed of yourselves.

I have another example of taking the meaning out of the minutes. During the discussion of the design excellence program, this anonymous citizen described details about the approval of the system-wide services center that included a last-minute memorandum from staff, the documentation was related to a lease not a sale, and no cost-benefit analysis. This was a serious attempt to draw attention to the importance of the design excellence program.

None of that discussion is to be found in the minutes."

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, June 20, 2002

Item 7:

Approval of the Minutes of May 21, 2002

"This was the meeting where we adjourned in honor of former library commissioner Norman Wechsler. His name is misspelled. I called attention to the fact that there was an obituary in the New York Times and the New York Times spelled it correctly.

Mr. Wechsler was a commissioner as recently 1995. Every agenda and every minutes contains of a list of the commissioners. We have a staff of information retrieval specialist. I think we could have spelled the name correct.

You can check the citizen summaries because the anonymous citizen also spelled it correctly.

Of course, anyone can make a mistake. On the other hand, it is important that we take some care in spelling people's names correctly.

Perhaps, in the interest of time I will stop there."

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, June 20, 2002

Item 9:

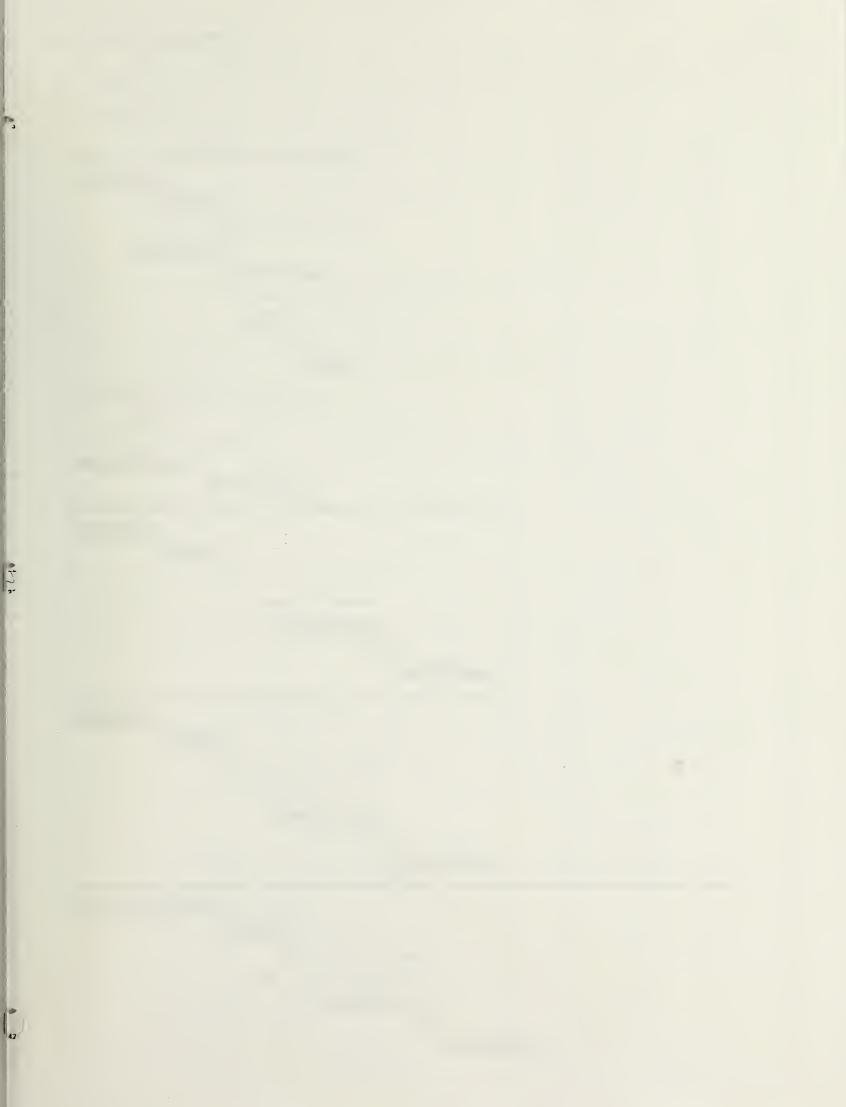
Public Comment

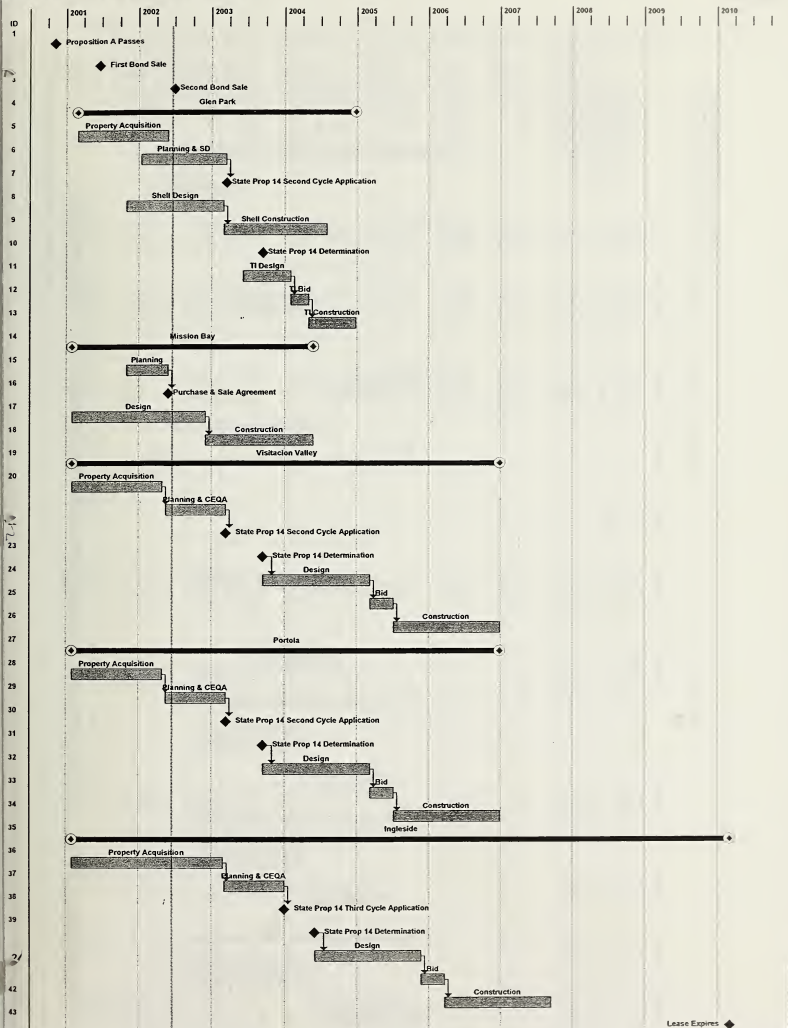
“The approval of the Richmond branch proposal is something that I think we both found satisfying. The creation of the illusion of democracy and the creation of democracy itself are very closely aligned.

I am reminded of the famous analogy used by Immanuel Kant of the paper wife which reveals that is sensory data is all we have.

The advantages of democracy are attached to the illusion of democracy. I have often spoken of the barriers to democracy and we get use to those barriers. They have to do with class. They have to do with economic assumptions. They have to with race.

Once a forum is created where people can feel they are being listened to, it makes very little difference if they are actually listened to. All of the advantages of self-respect, an open forum, open dialogue are created, even if you don't listen to a word.”

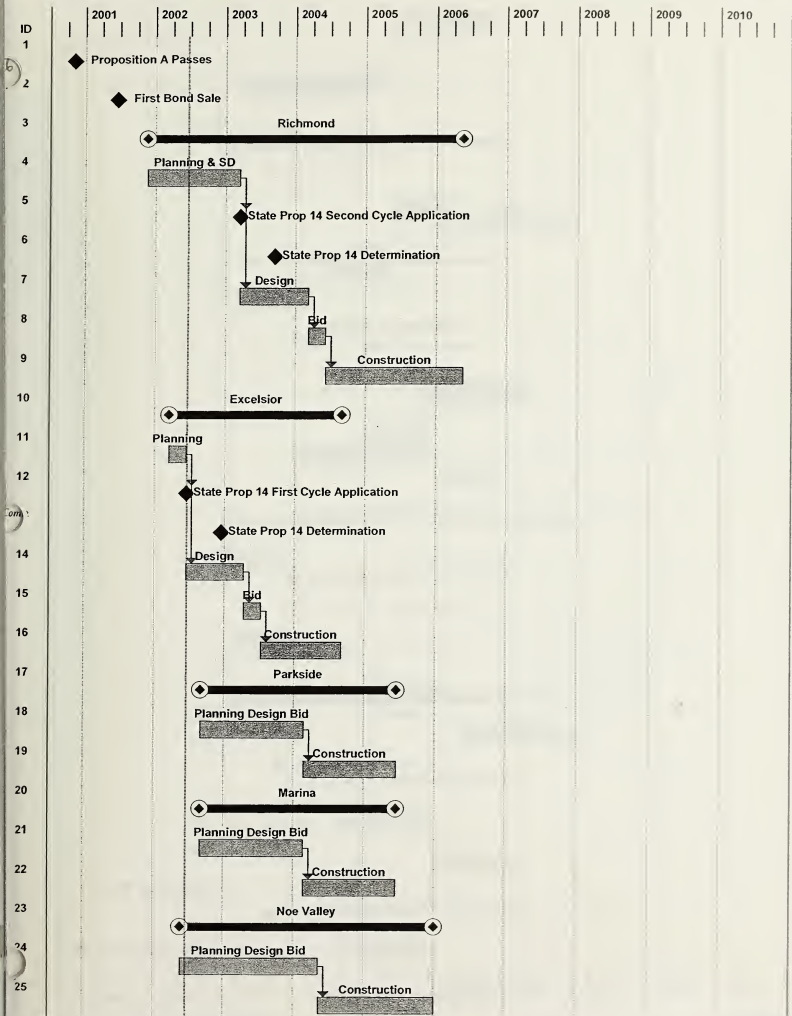




[illegible]

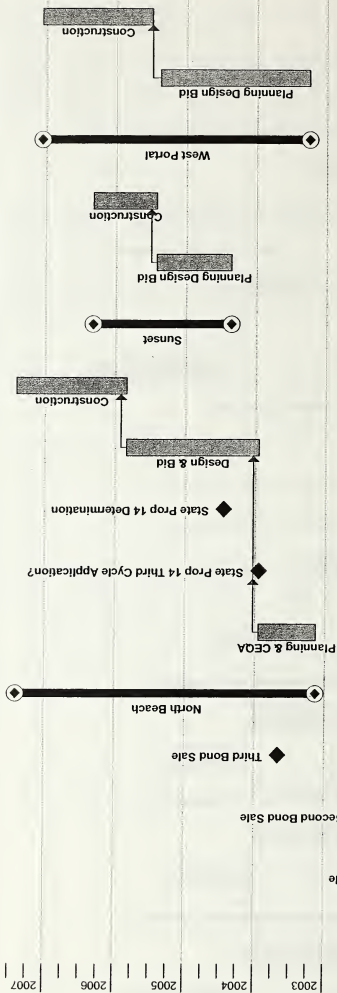
PHASE 1 DETAILED SCHEDULE

06-20-02

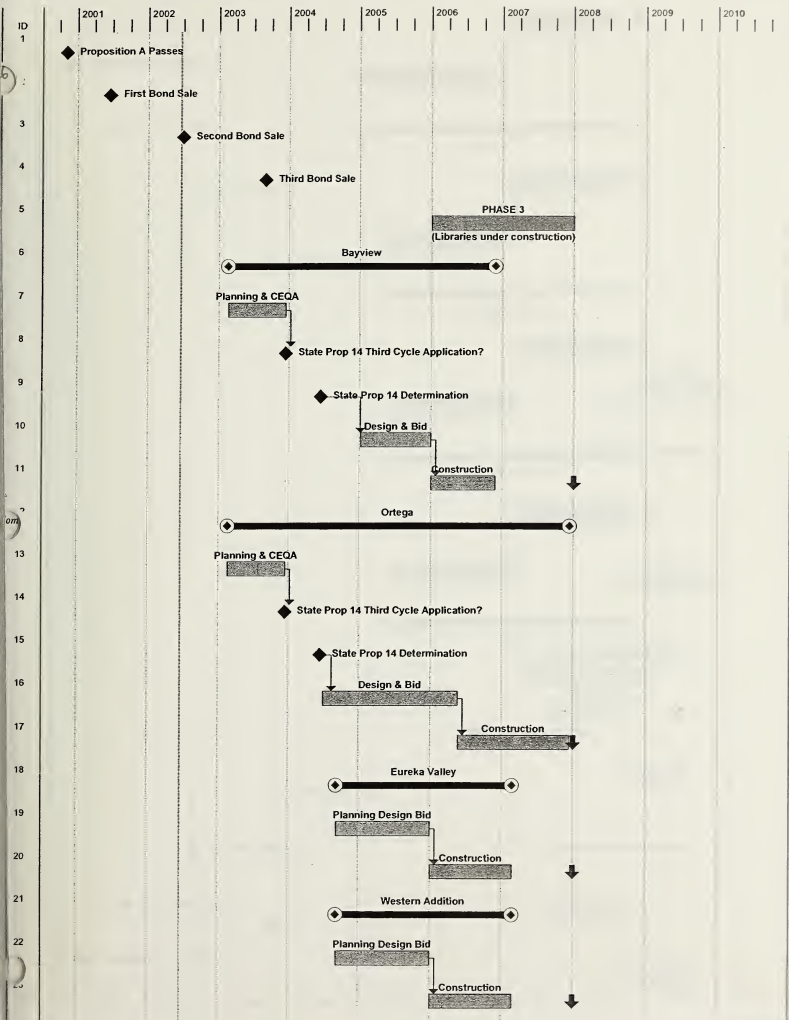


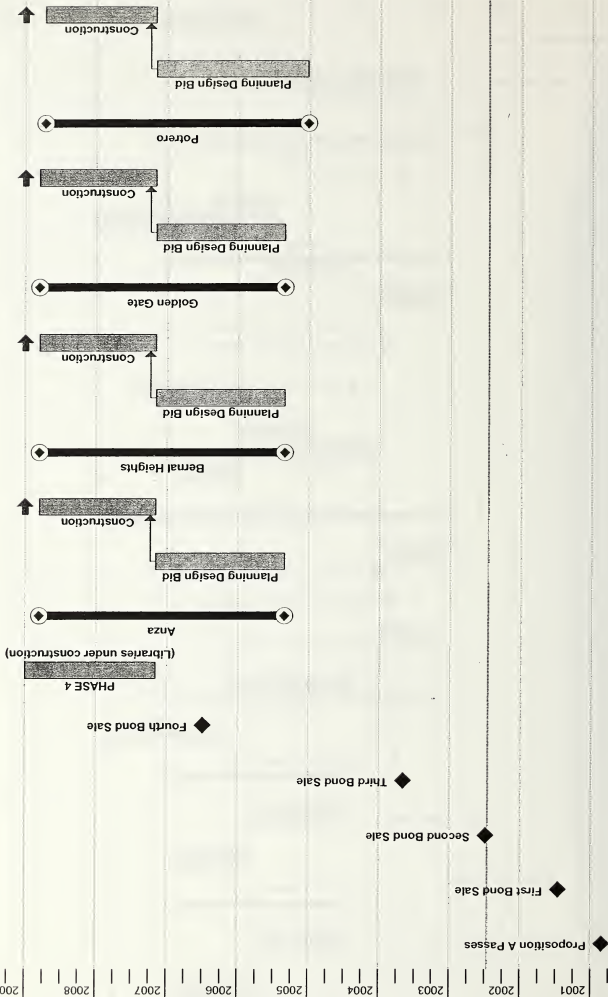
PHASE 2 DETAILED SCHEDULE

06-20-02



ID 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16





PHASE 5 DETAILED SCHEDULE

06-20-02



SUMMARY OF PROPOSED PURCHASE AGREEMENT FOR
GLEN PARK BRANCH LIBRARY

I. AGREEMENT OF PURCHASE AND SALE OF REAL PROPERTY FOR THE PROPOSED GLEN PARK BRANCH OF THE LIBRARY (THE "PSA")

A. PROPOSED PROJECT: THE PURCHASE FROM GLEN PARK MARKETPLACE PHOENIX, LLC (THE "SELLER") OF A CONDOMINIUM UNIT WHICH IS TO BE DELIVERED AS AN ENHANCED SHELL (THE "IMPROVEMENTS"), WITH A SEPARATE MAIN ENTRANCE LOCATED IN THE VICINITY OF THE CORNER OF DIAMOND AND WILDER STREETS, COMPRISED OF 9,200 SQUARE FEET OF SPACE, CONSISTING OF 700 SQUARE FEET OF GROUND FLOOR SPACE ON DIAMOND STREET AND 8,500 SQUARE FEET OF SPACE OVER SUCH GROUND FLOOR PARCEL ON THE SECOND FLOOR OF THE PROJECT, ALONG WITH 4,000 SQUARE FEET OF AIR RIGHTS ABOVE THE DIAMOND STREET PORTION OF THE PROJECT (THE "PROPERTY"). THE PROJECT WILL ALSO CONTAIN A 5000 SQUARE FOOT RETAIL UNIT (INITIALLY A GROCER) AND APPROXIMATELY 15 TO 20 INDIVIDUAL RESIDENTIAL UNITS.

B. PURCHASE PRICE: THE PURCHASE PRICE WILL BE \$3,374,000. PLEASE SEE SECTION 2.

C. PAYMENT: THE PURCHASE PRICE WILL NOT BE PAID UNTIL A CLOSING OF THE TRANSACTION ("CLOSING") FOLLOWING SUBSTANTIAL COMPLETION. A PUNCHLIST RESERVE OF 10% WILL BE HELD BACK AT CLOSING AND PAID ONLY WHEN ALL PUNCHLIST ITEMS ARE COMPLETED. PLEASE SEE SECTION 2.

D. CONDITIONS, COVENANT AND RESTRICTIONS: ALL OF THE CONDOMINIUM UNITS IN THE PROJECT WILL SHARE CERTAIN COMMON AREAS, COSTS AND RULES AND REGULATIONS, AS SPECIFIED IN A DOCUMENT WHICH WILL BE NEGOTIATED AFTER THE SIGNING OF THE PSA, BUT PRIOR TO CLOSING, AND RECORDED AGAINST THE PROJECT JUST PRIOR TO CLOSING (THE "CC&RS"). THE PSA CALLS FOR THE CC&RS TO BE COMMERCIALY REASONABLE AND CUSTOMARY. ONCE DELIVERED BY THE SELLER, IN THE EVENT THAT AN AGREEMENT CANNOT BE REACHED ON THE CC&RS, THE CITY WILL HAVE THE RIGHT TO TERMINATE THE PSA. PLEASE SEE SECTIONS 1.2 AND 4.4.

E. DUE DILIGENCE AND APPROVALS: IN EACH CASE BELOW, THE CITY MAY TERMINATE THE PSA IF IT IS NOT SATISFIED WITH THE INFORMATION OF IF IT CANNOT OBTAIN A REQUIRED APPROVAL. PLEASE SEE SECTION 4.

1. INITIAL DUE DILIGENCE: THE CITY HAS AN INITIAL PERIOD OF 60 DAYS FROM THE SIGNING OF THE PSA TO REVIEW ANY INFORMATION ON THE CONDITION OF THE PROPERTY OR THE PROJECT IN SELLER'S POSSESSION.

2. APPROVALS: THE CITY HAS 150 DAYS AFTER THE SIGNING OF THE PSA TO OBTAIN ALL REQUIRED APPROVALS FOR THE EFFECTIVENESS OF THE PSA (E.G., LIBRARY COMMISSION, GENERAL PLAN REFERRAL, APPRAISAL, CEQA, BOARD OF SUPERVISORS APPROVAL).

3. ONGOING DUE DILIGENCE: DURING THE COURSE OF THE TERM OF THE PSA, THE CITY WILL HAVE 60 DAYS TO REVIEW AND APPROVE ANY OTHER INFORMATION THAT THE SELLER OBTAINS.

4. TITLE TO THE PROPERTY: THE CITY WILL HAVE AN INITIAL OPPORTUNITY (AT THE SIGNING OF THE PSA), AND THEN A FINAL OPPORTUNITY (JUST PRIOR TO CLOSING) TO REVIEW AND APPROVE TITLE TO THE PROPERTY.

F. CONDITIONS TO CLOSING AND CLOSING:

1. CONDITIONS: THERE ARE SEVERAL STANDARD, PROTECTIVE CONDITIONS TO CLOSING CONTAINED IN THE AGREEMENT (THE "CITY CONDITIONS PRECEDENT"), THE MOST SIGNIFICANT OF WHICH IS SUBSTANTIAL COMPLETION OF THE IMPROVEMENTS TO THE PROPERTY AND OUR INSPECTION AND APPROVAL OF THE WORK (OTHERS INCLUDE NO DEFAULT, CONDITION OF THE PROPERTY, TITLE INSURANCE, AND A FINAL CERTIFICATE OF THE SELLER'S CONTRACTOR). PLEASE SEE SECTION 5.

2. CLOSING: CLOSING WILL BE A DATE WHICH IS THE EARLIER OF 20 DAYS AFTER THE SATISFACTION OF THE CITY CONDITIONS PRECEDENT, AND 90 DAYS AFTER FIVE YEARS FROM THE SIGNING OF THE PSA (THE "OUTSIDE DATE OF SUBSTANTIAL COMPLETION"). PLEASE SEE SECTION 7.

G. REPRESENTATIONS AND WARRANTIES. THE PSA CONTAINS STANDARD, PROTECTIVE REPRESENTATIONS AND WARRANTIES FROM THE SELLER THAT MOSTLY RELATE TO THE CONDITION OF THE PROPERTY AND THE PROJECT NOW AND AT CLOSING. PLEASE SEE SECTION 9.

H. RISK OF LOSS: IF DAMAGE OCCURS TO THE PROPERTY IN EXCESS OF \$327,400 PRIOR TO CLOSING, THEN CITY WILL HAVE THE RIGHT TO TERMINATE THE PSA. PLEASE SEE SECTION 10.

I. DEFAULTS: THE PSA CONTAINS STANDARD LANGUAGE INDICATING THAT UPON A FAILURE OF PERFORMANCE OR A BREACH OF THE PSA, AFTER CERTAIN CURE PERIODS, EITHER SIDE MAY TERMINATE THE PSA AND/OR PURSUE ITS LEGAL RIGHTS. PLEASE SEE SECTION 11.

J. CONSTRUCTION: ALL ISSUES CONCERNING THE DESIGN AND CONSTRUCTION OF THE PROPERTY ARE

GOVERNED BY THE RIDER WHICH IS AN EXHIBIT TO THE PSA AND WHICH IS DESCRIBED IN MORE DETAIL BELOW.
II. CONSTRUCTION RIDER ATTACHED TO THE PSA AS EXHIBIT G (THE "RIDER")

A. THE CONSTRUCTION OF THE IMPROVEMENTS:

1. SUMMARY: THE SELLER IS REQUIRED TO COMPLETE THE WORK IN COMPLIANCE WITH ALL LAWS, REGULATORY APPROVALS, A PROGRESS SCHEDULE DEVELOPED AND CIRCULATED BY SELLER, AND IN ACCORDANCE WITH THE PLANS DEVELOPED BY THE SELLER AND APPROVED BY THE CITY AS DESCRIBED IN THE PSA (THE "PROJECT REQUIREMENTS"). THE "WORK" INCLUDES EVERY ACTIVITY NECESSARY TO COMPLETE THE IMPROVEMENTS TO THE PROPERTY, AND ALL OTHER ASPECTS OF THE FOUNDATION, SUPERSTRUCTURE AND INFRASTRUCTURE THAT SERVE THE PROPERTY. PLEASE SEE SECTION 1.

2. CITY INSPECTIONS: THE SELLER AND THE CITY WILL COORDINATE TO ALLOW A CITY REPRESENTATIVE TO INSPECT UPON THE COMPLETION OF CERTAIN ITEMS OF WORK, AND OTHERWISE FROM TIME TO TIME. PLEASE SEE SECTION 1.6.

3. PERFORMANCE BOND: THE SELLER IS REQUIRED TO HAVE THE CONTRACTOR OBTAIN A PAYMENT AND PERFORMANCE BOND IN THE AMOUNT OF 100% OF THE COSTS TO CONSTRUCT THE PROJECT. PLEASE SEE SECTION 1.8.

B. WORK CONTRACTS: THE SELLER IS SOLELY RESPONSIBLE FOR HIRING AND PAYING ANY WORK PROFESSIONAL NECESSARY TO CONSTRUCT THE PROJECT. THE RIDER LAYS OUT CERTAIN CUSTOMARY, PROTECTIVE PROVISIONS THAT THE CITY HAS AN INTEREST IN MAKING SURE ARE INCLUDED IN SUCH WORK CONTRACTS (SUCH AS THE OBLIGATION TO TELL THE CITY IF DEFECTIVE WORK IS DISCOVERED). PLEASE SEE SECTION 2.

C. SUBMITTALS AND REVIEW: PRELIMINARY PLANS WILL BE ATTACHED TO THE RIDER DEPICTING ALL ITEMS OF DESIGN AND CONSTRUCTION FOR WHICH THE SELLER AND THE CITY HAVE REACHED AN AGREEMENT AS OF THE DATE OF THE SIGNING OF THE PSA. THEREAFTER, ALL SUBMITTALS MUST BE CONSISTENT WITH THE PRELIMINARY PLAN AND THE PREVIOUSLY APPROVED SUBMITTALS. THE SELLER SUBMITS THE DESIGN AND CONSTRUCTION DOCUMENTS IN FOUR MAJOR STAGES: SCHEMATIC DESIGN, DESIGN DEVELOPMENT, 50% CONSTRUCTION AND 100% CONSTRUCTION. THE CITY HAS 21 DAYS AFTER EACH SUBMITTAL TO REVIEW THE DOCUMENTS (30 DAYS FOR THE SCHEMATIC DESIGN DOCUMENTS). THE CITY WILL EITHER ACCEPT THE SUBMITTAL, OR WILL RESPOND BY INDICATING HOW SUCH SUBMITTAL DOES NOT MEET THE PROJECT REQUIREMENTS. THE CITY MAY ALSO MAKE A REQUESTED REVISIONS TO SUCH DOCUMENTS, AT NO COST TO THE CITY, FOR ANY ITEM THAT MAY BE "REASONABLY EXPECTED TO BE A PART OF THE DESIGN, CONSTRUCTION, USE, OPERATION OR FUNCTIONALITY OF PUBLIC LIBRARY FACILITIES IN URBAN AREAS." PLEASE SEE SECTION 3.

D. SELLER'S OTHER DUTIES:

1. TIMING: THE SELLER MUST BEGIN THE CONSTRUCTION OF THE WORK BY TWO YEARS FROM THE SIGNING OF THE PSA (THE "WORK COMMENCEMENT DATE"), AND MUST COMPLETE CONSTRUCTION BY THE OUTSIDE DATE OF SUBSTANTIAL COMPLETION (I.E., FIVE YEARS FROM THE SIGNING OF THE PSA). PLEASE SEE SECTION 4.1.

2. SUBSTANTIAL COMPLETION: SELLER NOTIFIES THE CITY 30 DAYS PRIOR TO THE ANTICIPATED SUBSTANTIAL COMPLETION, THEN SENDS A CERTIFICATE UPON SUBSTANTIAL COMPLETION. UPON RECEIPT OF THE CERTIFICATE, THE CITY HAS 15 BUSINESS DAYS TO INSPECT THE PROPERTY TO CONFIRM SUBSTANTIAL COMPLETION. DURING THAT PERIOD, THE CITY CAN IDENTIFY ITEMS THAT NEED TO BE COMPLETED PRIOR TO THE DETERMINATION OF SUBSTANTIAL COMPLETION ("OPEN ITEMS"), WHICH SELLER MUST COMPLETE WITHIN 30 DAYS. PLEASE SEE SECTIONS 4.2, 4.4 AND 4.5.

3. PUNCHLIST: AFTER SUBSTANTIAL COMPLETION, THE CITY AND THE SELLER WILL DEVELOP A LIST OF PUNCHLIST ITEMS WHICH SELLER MUST COMPLETE WITHIN 30 DAYS (WITH EXTENSIONS UP TO 90 DAYS). COMPLETION OF THE PUNCHLIST ITEMS MAY OCCUR AFTER CLOSING. UPON COMPLETION OF THE PUNCHLIST ITEMS, THE 10% PUNCHLIST RESERVE IS PAID TO THE SELLER. PLEASE SEE SECTION 4.3.

4. OTHER RESPONSIBILITIES: SELLER IS RESPONSIBLE FOR OBTAINING ALL REGULATORY APPROVALS, LABOR, SERVICES, MATERIALS AND SUPPLIES, FOR ARRANGING FOR REVIEWS AND INSPECTIONS, PAYING ALL TAXES RELATED TO THE WORK, PROVIDING FOR SUPERVISION, SAFETY AND SECURITY, FOR KEEPING THE PROPERTY CLEAN AND FOR PAYING ITS DEBTS. PLEASE SEE SECTIONS 4.6, 4.7, 4.8, 4.9, 4.10, 4.11, 4.13, AND 4.14.

E. DEFECTIVE WORK: THE SELLER IS RESPONSIBLE FOR CORRECTING ALL DEFECTIVE WORK AT THE SELLER'S COST FOR UP TO ONE YEAR AFTER THE DATE OF FINAL COMPLETION. PLEASE SEE SECTION 5.

F. INDEMNIFICATION: THE RIDER CONTAINS STANDARD, PROTECTIVE INDEMNIFICATION LANGUAGE IN WHICH THE SELLER IS OBLIGATED TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY FROM ALL LOSSES RELATED TO ANY BREACH OF THE PSA. THE SELLER'S INDEMNIFICATION OBLIGATIONS SURVIVE FOR TEN YEARS AFTER CLOSING. THE SELLER DOES NOT HAVE TO INDEMNIFY THE CITY FOR BREACHES THAT WERE DISCLOSED PRIOR TO CLOSING IN A SPECIFICALLY IDENTIFIED DELIVERY FROM THE SELLER AS PART OF THE ONGOING DUE DILIGENCE.

G. MEDIATION: THE RIDER CONTAINS A MEDIATION PROCESS WHICH WILL BE USED TO RESOLVE DISPUTES OTHER THAN CLAIMS RELATING TO THE RIGHT TO TERMINATE THE PSA. PLEASE SEE SECTION 8.

H. CHANGES: THE CITY MAY REQUEST CHANGES TO THE PLANS AFTER THEY HAVE BEEN APPROVED BY CITY. ONCE REQUESTED, THE SELLER PRICES THE REQUEST AND THE CITY CAN DECIDE IF THEY WISH TO PURSUE THE CHANGE. THE SELLER MAY ALSO REQUEST CHANGES AT IT'S SOLE COST AND EXPENSE AS LONG AS THE OUTSIDE DATE OF SUBSTANTIAL COMPLETION DOES NOT CHANGE, AND AS LONG AS THE CHANGE DOES NOT AFFECT THE CITY'S INTENDED USE OF THE PROPERTY. PLEASE SEE SECTION 9.

I. ADJUSTMENTS: SELLER MAY NOT EXTEND THE WORK COMMENCEMENT DATE OR THE OUTSIDE DATE OF SUBSTANTIAL COMPLETION WITHOUT THE CONSENT OF THE CITY. PLEASE SEE SECTION 10.

J. INSURANCE: THE SELLER MUST PROVIDE STANDARD, PROTECTIVE INSURANCE DURING THE TERM OF THE PSA AND MUST NAME THE CITY AS AN ADDITIONAL INSURED. THE CITY'S RISK MANAGER HAS APPROVED THE INSURANCE PROVISIONS OF THE RIDER. PLEASE SEE SECTION 11.

K. MISCELLANEOUS:

1. CITY APPROVAL AND WAIVER: THE CITY LIBRARIAN IS AUTHORIZED TO MAKE ALL APPROVALS, WAIVERS, EXTENSIONS AND OTHER DETERMINATIONS UNDER THE PSA AND RIDER. PLEASE SEE SECTIONS 12.7 AND 12.9.

2. Deemed Approval: With respect to matters for which the City must respond within a certain time period, in the event that the City does not respond within that time period, and within two business days after the Seller sends a second notice to the City, the City will be deemed to have approved the specific matter at issue. Please see Section 12.10(c).

SUMMARY OF PROPOSED PURCHASE AGREEMENT FOR

MISSION BAY BRANCH LIBRARY

I. AGREEMENT OF PURCHASE AND SALE OF REAL PROPERTY FOR THE PROPOSED MISSION BAY BRANCH LIBRARY (the "Agreement")

A. **Proposed Project:** The proposed project is the purchase from the San Francisco Redevelopment Agency (the "Agency") of an approximately 7,700 square foot branch library (the "Library Improvements") on a portion of Parcel N3a-1 in the Mission Bay North Redevelopment Project Area. The Library Improvements are to be delivered in move-in condition, with the core and shell and all tenant improvements completed except for those punchlist items approved by the Library staff. The branch library will have a separate main entrance fronting on 4th Street between the Mission Creek Channel and Berry Street, and it will be developed as part of a larger mixed-use project (the "Overall Project") consisting of approximately 139 units of affordable housing for seniors (the "Housing Parcel"), approximately 23,400 square feet of office space for nonprofit and/or public service agencies (the "Office Parcel"), and the Library Improvements. The City will also have the right (i) to use a community meeting room for non-commercial activities consistent with the operation of a public branch library for up to 20 hours per week so long as the library provides the Housing Parcel operator with a minimum of 60 days notice of its request to use these spaces, (ii) the right to rent on a monthly basis at least two (2) parking spaces in the garage of the Housing Parcel at fair market rental value, and (iii) the right to use the loading dock and trash room located within the Housing Parcel. Because the branch library will be part of a larger project, the library will share with the Housing Parcel and the Office Parcel the use and maintenance of the HVAC system, the fire alarm system, and a portion of the main sewer and storm drain facility. The library will also share in the cost of on-going exterior building cleaning, street landscaping, sidewalk maintenance and repair, and exterior lighting. Specific design development plans prepared by the architectural firm of Hardison, Komatsu, Ivelich, & Tucker will be incorporated by reference into the Purchase and Sale Agreement.

B. **Purchase Price:** The Purchase Price will be presented to the Library Commission at its July 2, 2002 meeting. As was presented to the Library Commission when it approved the Letter of Intent for this project, the purchase price is based upon the actual cost of designing and constructing the core and shell and tenant improvements for the branch library plus 10% of such costs for project management expenses. The developer of the project will be giving the City a proposed purchase price based upon design development plans dated June 20, 2002, and approved by Library staff, and that price will be presented to the Library Commission for its consideration at its July 2, 2002 meeting. If the actual cost of constructing the library is less than the proposed purchase price, the final purchase price will be adjusted downward. If the actual cost of constructing the library exceeds the proposed purchase price as a result of changes to the design development plans approved by the Library staff, the purchase price will be adjusted upwards, subject to the City's right to terminate the Agreement as discussed below in the Construction Rider. The project management expenses will be fixed at 10% of the proposed purchase price regardless of whether the final purchase price is adjusted upwards or downwards. (Section 2 of the Agreement)

C. Payment: In order to avoid paying additional financing costs related to the developer's carrying the cost of constructing the library until the Closing Date, the Purchase Price will be paid out as construction proceeds. Payments are divided into three categories: (i) "Soft Costs", which are the architectural, engineering, and other design costs for the Library Improvements (including any change orders approved by the Library staff) and other pre-development costs; (ii) "Hard Costs", which are the costs related to the actual construction of the Library Improvements (including any change orders approved by the Library staff); and (iii) the Project Management Costs which will be fixed at 10% of the proposed purchase price. The City will pay both Soft Costs and Hard Costs no more frequently than once a month only after the Library staff have approved requests for payment. The City will have five business days to review and approve or object to specific amounts in a Payment Request. The City must pay all amounts in a Payment Request that it does not object to in writing, and if the City fails to object in writing to amounts in a Payment Request within five business days, it will be deemed to have approved those amounts in the Payment Request. Any disputes as to any City objections to any amounts in a Payment Request will be resolved through a mediation procedure set forth in the Construction Rider and described below. The City will make no payments on Hard Costs until, among other things, (1) the Redevelopment Agency has acquired full legal and equitable ownership of Parcel N3a-1, (2) a final subdivision map approved by the Library staff has been recorded creating a legal parcel out of the Library Parcel, (3) the developer has obtained all necessary permits to perform the work for which payment is requested, and (4) the developer has submitted all required insurance certificates and endorsements. A Punchlist Reserve of 10% will be held back from each Hard Cost payment and will be paid as follows: upon the expiration of the Due Diligence Period and provided the City has not objected to the Notice of Substantial Completion, the City will release all but the greater of 50% of the Punchlist Reserve or 200% of the estimated cost of completing all Final Punchlist items; then the City will release all remaining funds in the Punchlist Reserve only when all Final Punchlist Items are completed, which completion may occur after the Closing. The Project Management Costs will be paid as follows: (a) 50% within 30 days after the Agency's issuance to the developer of a Notice to Proceed or January 1, 2003, whichever occurs later; (b) 40% upon the expiration of the Due Diligence Period, including any extensions thereto; and (c) 10% upon completion of all Work including all Punchlist items. (Section 2 of the Agreement)

D. Bonds and Insurance. The Agency or developer will be required to obtain and maintain performance bonds and labor and materials bonds in the aggregate amount of 100% of the total cost of constructing all Library Improvements and the core and shell of the superstructure for the overall project. (Section 2.9 of the Agreement) The developer will also be required to obtain a builders' risk insurance policy for 100% of the replacement value of all completed improvements, with a deductible not to exceed \$10,000 for each loss and including the City as a loss payee. (Section 11 of the Construction Rider)

E. Condition of Title. The Agency will deliver the Library Parcel and the Library Improvements to the City subject only to a right of reverter in the Grant Deed, the Declaration of Restrictions, the Reciprocal Easement Agreement, the Joint Use Agreement (each of which will be described below), and those accepted conditions of title set forth in an attachment to the Owner Participation Agreement between the Redevelopment Agency and Catellus Development Corporation for the Mission Bay North Redevelopment Project Area. The City must obtain an ALTA title insurance policy insuring the agreed upon condition of title as a condition precedent to the City's obligation to close escrow. (Section 3 of the Agreement)

F. Other Conditions to Closing and Closing:

1. **Conditions:** There are several standard, protective conditions to Closing contained in the Agreement (the "City Conditions Precedent"), the most significant of which is Substantial Completion of the Library Improvements to the Library Parcel and our inspection and approval of the Work (others include no default, condition of the Property, title insurance, and performance of all obligations under the Construction Rider). (Section 5 of the Agreement)

2. **Closing:** Closing will be a date which is the earlier of (i) 10 business days after the satisfaction of the City Conditions Precedent and the expiration of the City's Due Diligence Period and (ii) four years from the signing of the Purchase and Sale Agreement. (Section 7 of the Agreement)

G. Due Diligence: The City will have 15 business days after its receipt of a Notice of Substantial Completion from the Agency to determine whether all of the improvements for the Library Parcel have been completed in accordance with the approved construction plans and other Development Documents and whether other conditions precedent to the City's obligation to purchase the property have been satisfied. The procedures for the issuance of a Notice of Substantial Completion are set forth in the Construction Rider and described below. If the City disputes the accuracy of the Notice of Substantial Completion, the City's Due Diligence Period will be extended by the number of days it takes to resolve the dispute in writing. If during the Due Diligence Period, the City discovers any defects in construction but does not dispute the accuracy of the Notice of Substantial Completion, then a condition precedent to the City's obligation to close escrow will not have been satisfied and the City will not be obligated to purchase the Library Improvements. (Section 4 of the Agreement and Section 4 of the Construction Rider)

H. Agency's Duty to Reimburse City Costs. If the Agency fails to deliver the Library Parcel and all improvements in accordance with the Construction Rider, in the condition of title set forth in the Agreement, and in accordance with other terms and conditions of the Agreement, then the City can terminate the Agreement and require the Agency to reimburse the City all costs paid pursuant to Section 2 of the Agreement plus interest at the rate of the Library Bond Funds on the date of the termination. (Sections 5 and 13)

I. Representations and Warranties. The Agreement contains standard, protective representations and warranties from the Agency that mostly relate to the condition of the Library Improvements and the land now and at Closing. (Section 9 of the Agreement)

J. Risk of Loss: If there is any damage or destruction to the Library Improvements prior to the Closing and the amount of such damage or destruction does not exceed 50% of the purchase price, the City must proceed to purchase the Library Improvements at the Closing with a credit for any deductible amounts from insurance proceeds and any costs not covered by insurance. If the amount of damage or destruction is greater than 50% of the purchase price, both parties will have the right to terminate the Agreement. If the Agreement is terminated in this manner, the Redevelopment Agency will be required to reimburse the City for all of the City's payments made plus interest at the rate of the Library Bond Funds. (Section 11 of the Agreement)

K. Defaults: If the Agency fails to deliver the Library Improvements in the condition required by the Agreement and the Construction Rider on the date of

Closing, the City can require the Agency to reimburse the City for all moneys paid out plus interest at the rate of the Library Bond Funds as well as seek other remedies that are available to it at law or in equity. If the Agency defaults on any other obligation under the Agreement, the Agency must pay the City's actual and reasonable out-of-pocket expenses as a result of such default plus \$100 per day that the default remains uncured. (Section 13 of the Agreement)

L. Construction: All issues concerning the design and construction of the Property are governed by the Construction Rider which is an Exhibit to the Agreement and which is described in more detail below.

II. CONSTRUCTION RIDER ATTACHED TO THE AGREEMENT AS EXHIBIT G

A. The Construction of the Improvements:

1. Summary: The Agency and the developer are required to complete the Work in compliance with all Laws, Regulatory Approvals, a Construction Schedule developed and circulated by the developer and approved by the City, and in accordance with the Plans developed by the developer and approved by the City as described in the Construction Rider. The "Work" includes every activity necessary to design and construct the Library Improvements, and all other aspects of the foundation, superstructure and infrastructure that serve the Library Improvements. The Agency or the developer are required to provide all labor, services, supplies, materials, equipment and testing necessary to perform the Work. (Section 1 of the Construction Rider)

2. City Inspections: The Agency, developer, and the City will coordinate to allow a City Representative to inspect upon the completion of certain items of Work, and otherwise from time to time. (Section 1.9 of the Construction Rider)

3. Bonds and Insurance: As stated above, the Agency or developer will be required to obtain and maintain performance bonds and labor and materials bonds in the aggregate amount of 100% of the total cost of constructing all Library Improvements, including the core and shell of the superstructure for the Overall Project. See Section 2.9 of the Agreement. The Agency or developer will also be required to obtain a builders' risk insurance policy for 100% of the replacement value of all completed improvements, with a deductible not to exceed \$10,000 for each loss and including the City as a loss payee. (Section 11 of the Construction Rider)

B. Design Professionals Contracts: The Agency or developer will be solely responsible for hiring and paying any Design Professionals necessary to design and construct the Project. The Construction Rider lays out certain customary, protective provisions that the City has an interest in making sure are included in such Work Contracts (such as the obligation to observe the Work for progress and conformity with the approved Plans). The Construction Rider also requires that the City be named as a third party beneficiary of each Design Professional's contract to perform any Work. (Section 2 of the Construction Rider)

C. Submittals and Review: Design Development Plans approved by the Library staff will be attached to the Construction Rider depicting all items of design and construction of the Library Improvements for which the Redevelopment Agency and the City have reached an agreement as of the date of the signing of the Agreement. Thereafter, all Submittals must build upon and must be consistent with the Design Development Plans or the last previously approved Submittals. The Agency or developer

16 submits the design and construction documents in four major stages: Schematic Design (to the extent not already approved), Design Development (to the extent not already approved), 50% Construction and 100% Construction. However, as indicated, the City will have already reviewed and approved the Design Development Plans, which will be attached to the Construction Rider. The City reviewed and approved Schematic Design Plans prior to the preparation of the Design Development Plans and to the signing of the Agreement. The City has 5 business days after each Submittal to review the Submittals and determine whether there are any Material Deviations from the approved Design Development Plans or any more recently approved Submittal after the Design Development Plans. If there are any Material Deviations, the Agency or developer must revise the Submittal to make it consistent with the Design Development Plans or such other previously approved Submittals. If there is any disagreement as to whether a Material Deviation exists, the City and the Agency will resolve the dispute through the dispute resolution process set forth in Section 8 of the Construction Rider. (Section 3 of the Construction Rider)

D. Seller's Other Duties:

1. **Timing:** The Agency or the developer must begin construction of the Improvements and achieve Substantial Completion in accordance with the Construction Schedule that the developer prepares and the City approves pursuant to Section 1 of the Construction Rider. The outside date for completion of the Library Improvements is 4 years from the date the Agreement is fully signed. (Section 4.1 of the Construction Rider)

2. **Substantial Completion:** "Substantial Completion" is defined as the time when (a) the Work has been sufficiently completed (subject only to punchlist items) so that the City can use and occupy the Library Improvements for its intended use under the Agreement, and (b) a temporary certificate of occupancy or a final certificate of occupancy has been issued by the Department of Building Inspections. See Section 1.10 of the Construction Rider. The developer will notify the Agency when the developer, the developer's contractor, and the developer's architect(s) all concur that Substantial Completion has been achieved. Once the Agency concurs with such determination, the Agency will issue to the City a Notice of Substantial Completion, and upon the City's receipt of such Notice of Substantial Completion, the City's Due Diligence Period begins. If the City disagrees with the Notice of Substantial Completion, the City must notify the Agency in writing and the City's Due Diligence Period will be extended by the number of days it takes to resolve the dispute in writing. If during the Due Diligence Period, the City discovers any Defective Work but does not dispute the accuracy of the Notice of Substantial Completion, then Sections 1.12 and 5 require the Agency to correct such Defective Work. If during the Due Diligence Period, the City discovers only minor punchlist items to be completed, the City will make a list of such items and approve any other punchlist items submitted by the Agency or developer, and the Agency or developer must complete all items on the punchlist within 30 days after the City has approved the punchlist. The completion of all punchlist items may occur after the Closing. Upon completion of the punchlist items, the City will release the remaining funds in the Punchlist Reserve. (Sections 4.1.3, 4.1.4 and 4.1.5 of the Construction Rider)

3. **Punchlist:** When the Agency submits its Notice of Substantial Completion to the City, the Agency or developer will prepare a list of Punchlist Items. During the Due Diligence Period, the City can add other incomplete items to the Punchlist. Completion of the Punchlist Items may occur after Closing. After the City has approved all items on the Punchlist, the Agency or developer will have 30 days to complete all items on the Punchlist. Upon completion of the Punchlist Items, the

remaining funds in the Punchlist Reserve will be paid to the Agency. (Sections 4.1.4 and 4.1.5 of the Construction Rider)

4. Other Responsibilities: The Agency is responsible for obtaining all Regulatory Approvals, labor, services, materials and supplies, for arranging for reviews and inspections, paying all taxes related to the Work, providing for supervision, safety and security, for keeping the Property clean and for paying its debts. (Section 4.2 of the Construction Rider)

E. Defective Work: The Agency is responsible for correcting all Defective Work at no additional cost to the City for up to one year after the date of Substantial Completion. (Sections 1.12 and 5 of the Construction Rider)

F. Indemnification: The Construction Rider contains standard, protective indemnification language in which the Agency is obligated to indemnify, defend and hold harmless the City from all Losses related to any breach of the Construction Rider. The Agency's indemnification obligations survive after Closing until any action against the Agency with respect to such indemnity is barred as a matter of law. (Section 6 of the Construction Rider)

G. Mediation: The Construction Rider contains a mediation process which will be used to resolve disputes other than claims relating to the right to terminate the Agreement. (Section 8 of the Construction Rider)

H. Changes: No changes may be made to the approved 100% Construction Plans or the Work except by Change Order. The City may request changes to the approved 100% Construction Plans if the City pays the actual costs associated with the request. The Agency may also request changes, but it cannot perform any Work in connection with such requested change unless the City has approved a Change Order for the Agency's requested change. (Section 9 of the Construction Rider)

I. Adjustments: The Purchase Price that will be stated in the Agreement can be adjusted in one of two ways. First there will be an Initial Adjustment. Within 60 days after the 100% Construction Plans have been approved by the City, the Agency will submit a guaranteed maximum price proposal (the "GMP Proposal") for the construction of all Library Improvements. If the the GMP Proposal exceeds the Purchase Price stated in the Agreement by 5% or more, the City will have the right to terminate the Agreement subject to the City's obligation to reimburse the Agency for all actual costs incurred by the Agency to redesign the Library Parcel for another use. The City's obligation for such reimbursement shall not exceed the total soft costs paid by the City up to the date of termination. If the GMP Proposal is not 5% or more (or even if it is less) than the stated Purchase Price, the Purchase Price will be adjusted upwards or downwards based upon the GMP Proposal. Second, the Purchase Price can be adjusted upwards or downwards based upon Change Orders approved by the City. Upon the expiration of the City's Due Diligence Period, the Final Purchase Price will be determined by totaling up all the adjustments (both up and down) that were approved by the City together with any Initial Adjustment. (Section 10 of the Construction Rider)

J. Insurance: The Agency must provide standard, protective insurance during the term of the Agreement and must name the City as an additional insured. The City's Risk Manager has approved the insurance provisions of the Construction Rider. (Section 11 of the Construction Rider)

16 K. City Approval and Waiver: The City Librarian is authorized to make all approvals, waivers, extensions and other determinations under the Agreement and the Construction Rider. (Sections 13.18 and 13.19 of the Construction Rider)

III. RECIPROCAL EASEMENT AGREEMENT ATTACHED TO THE AGREEMENT AS EXHIBIT L

The Reciprocal Easement Agreement (REA) will create easements for each of the parcels on Parcel N3a-1 for the installation, operation, use, maintenance, repair, relocation, and replacement of utilities, support structures, and other common building components across each of the other parcels as shown on the design development plans. Each parcel will also have an easement for minor encroachments of that parcel's improvements upon each of the other parcels which do not materially interfere with the use and enjoyment of the parcel upon which the encroachment exists. The REA will require each of the users of the parcels to exercise their easement rights in a manner that minimizes any interference with the other parcel's intended use(s). Each parcel will share in the cost of repairing and replacing any common structural or other common building components in accordance with a schedule of values which will be attached to the Construction Rider to the Purchase and Sale Agreement. Each parcel Owner will be solely responsible for (a) maintaining, repairing, and replacing those Improvements that are wholly within and benefit only that parcel Owner's parcel, and (b) for maintaining those portions of common building components that are wholly within that parcel Owner's parcel.

IV. JOINT USE AGREEMENT ATTACHED TO THE AGREEMENT AS EXHIBIT N

Com The Joint Use Agreement gives the City easements for the right to use the community meeting room, the ground floor garden between the Library Parcel and the community meeting room, up to two parking spaces, the loading dock and trash room in the Housing Parcel. It also gives the City shared responsibilities and uses of the rooftop HVAC system, fire alarm system, and parts of the sewer and storm drainage system, and it creates an obligation for the Library to pay for the use of the foregoing facilities and other shared responsibilities as set forth below:

<u>Shared Use Facility/Responsibility</u>	<u>Library's Share of Costs</u>
Community Meeting Room	Hourly rate reflecting Housing Parcel's actual cost of maintaining and operating the Room.
Ground Floor Garden	Housing Parcel 2/3, Library 1/3.
Up to two Parking Spaces	Prevailing market rate for similar parking spaces in the area surrounding the project.
Sewer and Storm Drain	Based upon Library's water

Facilities	usage on an annual basis.
Rooftop HVAC	Based upon percentage of Library's square footage to total square footage of the overall project (hereafter referred to as the "Percentage Share").
Fire Alarm System	[Percentage Share vs. # of devices.]
Exterior Building Cleaning	Percentage Share
Street Landscaping	Percentage Share
Sidewalk Maintenance and Repair	Percentage Share
Exterior Lighting	Percentage Share
Loading Dock	No Cost
Trash Room	No Cost, but Library will be responsible for own trash pick-up and disposal costs.

IV. DECLARATION OF RESTRICTIONS REGARDING USE AND SALE ATTACHED TO THE AGREEMENT AS EXHIBIT O

The Declaration of Restrictions Regarding Use and Sale (the "Declaration") prohibits the City from using the Library Parcel for anything other than the operation of a public branch library that will be open to the general public on similar days and hours and terms as other branch libraries of similar size in the City's Public Library system, including good faith efforts to include at least one weekday night and one weekend day in the operating schedule. The words "operation of a public branch library" is defined as any library uses approved by the Library Commission of the City and County of San Francisco that support cultural, educational and/or recreational uses available to the general public in San Francisco ("Library Uses"). Such Library Uses may be offered in partnership with other public agencies or non-profit organizations. The Declaration allows the City to change the use to something other than a Library Use if (i) the Agency agrees to such change in use in writing, or (ii) the City has (with the approval of the Library Commission) openly, obviously, notoriously, and continuously used any portion of the Library Parcel for a non-Library Use for a period of 18 months. (Sections 1 and 4 of the Declaration)

The Declaration also prohibits the City from selling or transferring the Library Parcel without the prior written consent of the Agency, which consent cannot be unreasonably withheld or delayed. However, the Declaration does allow the City to transfer the Library Parcel for municipal finance purposes where (i) the Use Restrictions described above continue in effect, and (ii) the term of any such financing does not exceed 30 years. (Section 6 of the Declaration)

16 The Agency will also have a Right of Reverter which it can exercise if the City ever violates the use or sale/transfer restrictions set forth in the Declaration. The Agency can only exercise its Right of Reverter if the City fails to cure any violation of the restrictions within 30 days after receiving notice of violation from the Agency. If the Agency exercises its Right of Reverter, the Agency must exercise its Right of Reverter by (i) serving the City with a written notice from the Agency stating the Agency's intent to exercise its Right of Reverter, and (ii) delivering to the City or depositing into a joint escrow account approved by the City cash or equivalent in a sum equal to the Final Purchase Price under the Agreement plus the cost of any depreciated additional capital improvements to the Library Parcel undertaken by the City subsequent to the Closing Date (the "Reverter Price"). (Section 7 of the Declaration)

The restrictions on use and sale/transfer remain in effect only until the first occurrence of: (a) the City sells its interest pursuant to Section 5 of this Declaration, or (b) the Agency no longer owns the underlying fee to the Housing Parcel or the Office Parcel. (Section 8 of the Declaration)

Comm





San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

**Branch Library Improvement Program (BLIP)
Advisory Committee Meeting
June 12, 2002**

Introductions

The following committee members and staff were in attendance: Ann Dalton (San Francisco Unified School District); Susan Hildreth (City Librarian/Staff); Tim Kelley (Landmarks Preservation Advisory Board); Harlan Kelly Jr. (Department of Public Works); Kieu-Anh King (Mayor's Budget Office); Donna Mandel (Board of Supervisors); Harry Mar (SFPL Accessibility Panel); Glen Ramiskey (Friends & Foundation); Chet Roaman (Council of Neighborhood Libraries); Marjorie H. Stern (Commission on Aging & Adult Services); Marilyn Thompson (Bond Program Manager/Staff); and Paul Underwood (Deputy City Librarian/Staff).

Branch Art Program (See Attachments)

Judy Moran (San Francisco Arts Commission) presented a brief slide show with samples of the artists' work that are already in the selection pool. Six branches are eligible for art work (Richmond and the five new branches.) Panel will review and select artists at the branch level.

Review Charge

Susan Hildreth (City Librarian) reported that she felt the Committee's charge is to test ideas and concepts and act as a sounding board for program wide issues. Committee members expressed the following ideas:

- Minutes should reflect input from members.
- Should committee have wider representation of groups?
- Agenda item for next meeting: Who else should be at the table?

Proposition 14 State Library Bond (See Attachment)

Susan Hildreth reported that the Library completed the Excelsior application for the 1st cycle of funding and will submit application to the State by the June 14 deadline. Awards are granted approximately 4 months after submittal. The process is very competitive - 1 out of 4 grants is anticipated to be awarded. The 2nd cycle of applications is due in March 2003; the 3rd cycle in January 2004. The Library will not be submitting an application for Mission Bay because the Library will not hold unrestricted title to the land. A committee member suggested pursuing joint ventures with schools, such as the MLK Jr. High School site and Portola. There is the possibility that there will be a new bond measure on the 2004 ballot which would make it possible to apply for more state grant funds.

Design Excellence Program

Marilyn Thompson (Bond Program Manager) reported on the goals and elements of the Design Excellence Program (*see powerpoint attachment*).

Committee member questions and comments:

- It would be beneficial for the Library to make citywide presentations on the status of the Bond Program and to get more press coverage (Contact Chronicle, Independent and SPUR).
- How many communities have met? Portola, Ingleside, Visitation Valley, Glen Park, Richmond, Noe Valley and Excelsior. Marina and Parkside meetings will be held soon.

Relocation Planning

Paul Underwood (Deputy City Librarian) reported that a Staff Task Force has been formed to examine alternate services while branches are closed. Various options are being examined: Extending hours at neighboring branches (eg., opening Parkside on Sundays and Merced on Mondays when West Portal is closed for 3 months); and providing bookmobile service which would enable patrons to pick up reserves, access the internet, and have access to small collection of books and videos.

Committee member questions and comments:

- One member is very concerned about the closure of the resource branches.
- Some communities don't have as many choices for utilizing alternative neighboring branches.
- Are there any schools that have surplus properties or underutilized areas?
- Are there any restrictions on types of materials in schools?
- Would it be possible to provide transportation to temporary locations? (Too expensive; SF has good public transportation).
- Distribute Muni vouchers for travel to alternative sites. Establish a Muni "free zone" in part of the City.
- Place pcs dedicated to SFPL catalog in Rec Centers, kiosks in shopping centers (Paul will check with San Jose, where a Library kiosk pilot is in progress), Fire Departments, Police Stations.
- There are security issues re: wireless technology.

Regular Meeting Time

Decided to keep meetings on the second Wednesday every other month, from 5-7 pm.

Next Meeting is scheduled for August 14, Wednesday, 5-7 pm in Latino Hispanic Meeting Room A, lower level of the Main Library.

Materials Distributed

- ♦ Agenda Packet:
 - Branch Library Improvement Program Art Enrichment Master Plan
 - Proposed Art Enrichment Fund, May 16, 2002
 - Proposition 14 Considerations
 - Design Excellence Program Powerpoint handouts
 - Design Excellence Program Guidelines



San Francisco Public Library Commission

100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.

JUN 28 2002

SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

Willie L. Brown, Jr.
Mayor

DATE: Tuesday, July 2, 2002

TIME: 4:00 PM

Charles A. Higuera, A.L.A.
President

PLACE: Koret Auditorium, Main Library, lower level

Carol Steiman
Vice President

The meeting will be called to order.

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Darian W. Swig
Commissioners

1. APPROVAL OF THE MINUTES

ACTION

Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of June 4, 2002.
Explanatory document: draft Minutes

Susan Hildreth
City Librarian

2. CITY LIBRARIAN'S REPORT by City Librarian Susan Hildreth

DISCUSSION

(This item is to allow the City Librarian to report on recent Library activities and make announcements)

This report will consist of reports on: Inventory and Collection Refreshment (document attached); Report on ALA Conference; CIPA update; ALA Wells Fargo homeownership program; Grapes of Wrath grants; and Exhibits and Programs.

Michael Housh
Commission Secretary

3. PURCHASE & SALE AGREEMENT: GLEN PARK

ACTION

Presentation of, discussion of, and possible action to endorse and recommend that the Board of Supervisors approve a proposed Purchase and Sale Agreement for the new Glen Park Branch Library.

Explanatory documents: Summary of Purchase & Sale documents.

4. PURCHASE & SALE AGREEMENT: MISSION BAY

ACTION

Presentation of, discussion of, and possible action to endorse and recommend that the Board of Supervisors approve a proposed Purchase and Sale Agreement for the new Mission Bay Branch Library.

Explanatory documents: Summary of Purchase & Sale documents, Project Budget Revision.

5. LIBRARY 2002/2003 BUDGET UPDATE

DISCUSSION

Presentation of and discussion of an update report on the 2002/03 Library Budget.



6.	FRIENDS AND FOUNDATION REPORT (This item is to allow the Friends and Foundation of the San Francisco Public Library to inform the Commission of their current and proposed activities.)	DISCUSSION
7.	LABOR UNION REPORT (This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)	
8.	NEW BUSINESS (This item is to allow Commissioners to introduce new agenda items for consideration.)	
9.	PUBLIC COMMENT (This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)	
10.	ADJOURNMENT (requires motion and public comment)	ACTION

6/26/02 - M.Housh, Commission Secretary

* Public comment will be taken before or during the Library Commission's consideration of each agenda item.

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at <http://sfpl.lib.ca.us/>. 6/13/02 - M. Housh, Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETINGS POLICY

TO ENSURE THE PARTICIPATION OF THE DISABLED PUBLIC IN ALL COMMISSION PUBLIC MEETINGS, THE FOLLOWING ITEMS CONCERNING ACCESSIBILITY WILL BE AVAILABLE:

SIGN LANGUAGE INTERPRETERS OR NOTE TAKERS WILL BE AVAILABLE UPON REQUEST. PLEASE CONTACT SERVICES FOR THE DEAF AND HEARING IMPAIRED AT 415/557-4433 (TDD) OR 415/557-4434 (VOICE) AT LEAST 72 HOURS PRIOR TO THE MEETING. LATE REQUESTS WILL BE HONORED IF POSSIBLE.

A SOUND ENHANCEMENT SYSTEM WILL BE AVAILABLE UPON REQUEST AT THE MEETINGS. PLEASE CONTACT SERVICES FOR THE DEAF AND HEARING IMPAIRED AT 415/557-4433 (TDD) OR 415/557-4434 (VOICE) AT LEAST 72 HOURS PRIOR TO THE MEETING. LATE REQUESTS WILL BE HONORED IF POSSIBLE.

A PERSON WHO IS DEAF OR HEARING IMPAIRED MAY GAIN MEETING INFORMATION PRIOR TO THE MEETING BY CALLING 415/557-4433 (TDD) OR 415/557-4434 (VOICE). IN ADDITION, THE CALIFORNIA RELAY SERVICE CAN BE USED BY INDIVIDUALS WITH HEARING AND SPEECH IMPAIRMENTS BY CALLING 1-800/735-2929 (TDD) OR 1-800/735-2992 (VOICE).

MINUTES OF THE MEETINGS ARE AVAILABLE IN ALTERNATIVE FORMATS. IF YOU REQUIRE THE USE OF A READER DURING THE MEETING, PLEASE CONTACT THE LIBRARY FOR THE BLIND AND PRINT HANDICAPPED AT 415/557-4253 AT LEAST 72 HOURS IN ADVANCE OF THE NEED.

INDIVIDUALS WITH SEVERE ALLERGIES, ENVIRONMENTAL ILLNESS, MULTIPLE CHEMICAL SENSITIVITY OR RELATED DISABILITIES SHOULD CALL THE ACCESSIBILITY HOTLINE AT 415/554-8925 TO DISCUSS MEETING ACCESSIBILITY. IN ORDER TO ASSIST SAN FRANCISCO'S EFFORTS TO ACCOMMODATE SUCH PEOPLE, ATTENDEES AT PUBLIC MEETINGS ARE REMINDED THAT OTHER ATTENDEES MAY BE SENSITIVE TO VARIOUS CHEMICAL-BASED PRODUCTS. PLEASE HELP THE CITY TO ACCOMMODATE THESE INDIVIDUALS.

LIBRARY COMMISSION MEETINGS WILL BE HELD AT THE MAIN LIBRARY, 100 LARKIN STREET AT GROVE, LOWER LEVEL, KORET AUDITORIUM, EXCEPT WHEN OTHERWISE NOTICED. THE COMMISSION MEETING ROOM IS WHEELCHAIR ACCESSIBLE. THE CLOSEST ACCESSIBLE BART STATION IS CIVIC CENTER. THE ACCESSIBLE MUNI LINE SERVING THIS LOCATION IS THE #19 POLK. FOR INFORMATION ABOUT MUNI'S ACCESSIBLE SERVICE, PLEASE CALL 415/923-6142.

THERE IS ACCESSIBLE PARKING AVAILABLE AT 355 McALLISTER, CIVIC CENTER PLAZA GARAGE. CALL 415/863-1537. ACCESSIBLE SEATING FOR PERSONS WITH DISABILITIES (INCLUDING THOSE USING WHEELCHAIRS) WILL BE AVAILABLE AT MEETINGS.

THE RINGING OF AND USE OF CELL PHONES, PAGERS AND SIMILAR SOUND-PRODUCING ELECTRONIC DEVICES ARE PROHIBITED AT THIS MEETING. PLEASE BE ADVISED THAT THE CHAIR MAY ORDER THE REMOVAL FROM THE MEETING ROOM OF ANY PERSON(S) RESPONSIBLE FOR THE RINGING OR USE OF A CELL PHONE, PAGER, OR OTHER SIMILAR SOUND PRODUCING ELECTRONIC DEVICES.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

GOVERNMENT'S DUTY IS TO SERVE THE PUBLIC, REACHING ITS DECISIONS IN FULL VIEW OF THE PUBLIC. COMMISSIONS, BOARDS, COUNCILS AND OTHER AGENCIES OF THE CITY AND COUNTY EXIST TO CONDUCT THE PEOPLE'S BUSINESS. THIS ORDINANCE ASSURES THAT DELIBERATIONS ARE CONDUCTED BEFORE THE PEOPLE AND THAT CITY OPERATIONS ARE OPEN TO THE PEOPLE'S REVIEW.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (CHAPTER 67 OF THE SAN FRANCISCO ADMINISTRATIVE CODE) OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, THE SUNSHINE ORDINANCE TASK FORCE, CITY HALL, ROOM 244 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO, CA 94102-4689 OR AT 415/554-7724 PH. 415/554-5163 FAX AND WEBSITE AT DONNA_HALL@CI.SF.CA.US. COPIES OF THE SUNSHINE ORDINANCE CAN BE OBTAINED FROM THE CLERK OF THE SUNSHINE TASK FORCE, THE SAN FRANCISCO PUBLIC LIBRARY AND ON THE CITY'S WEBSITE AT WWW.CI.SF.CA.US/BDSUPVRS/SUNSHINE.

SAN FRANCISCO LOBBYIST ORDINANCE

ATTENTION: INDIVIDUALS AND ENTITIES THAT INFLUENCE OR ATTEMPT TO INFLUENCE LOCAL LEGISLATIVE OR ADMINISTRATIVE ACTION MAY BE REQUIRED BY THE SAN FRANCISCO LOBBYIST ORDINANCE (SF ADMIN CODE SECS. 16.520 - 16.534) TO REGISTER AND REPORT LOBBYING ACTIVITY. FOR MORE INFORMATION ABOUT THE LOBBYIST ORDINANCE, PLEASE CONTACT THE ETHICS COMMISSION AT 30 VAN NESS, STE. 3900, SAN FRANCISCO, CA 94102, TELEPHONE (415) 554-9510, FAX (415) 703-0121 AND WEB SITE [HTTP://WWW.CI.SF.CA.US/ETHICS/](http://WWW.CI.SF.CA.US/ETHICS/).

Michael Housh, Commission Secretary 3/7/02



San Francisco Public Library

Michael Housh
Secretary, Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240
Email: mhoush@sfpl.lib.ca.us

DRAFT

DOCUMENTS DEPT.

AUG - 1 2002

SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft minutes of the regular meeting of Tuesday, July 2, 2002

The San Francisco Public Library Commission held a regular meeting on Tuesday, July 2, 2002, in the Koret Auditorium, Main Library.

Due to President Higuera's delay, Commissioner Steiman as President called the meeting to order at 4:08 PM, relinquishing the gavel to President Higuera upon his arrival at 4:09 PM.

The following members were noted present: Commissioners Bautista, Chin, Coulter, Higuera, Steiman, and Swig. Commissioner Streets was excused attendance.

AGENDA ITEM #1 APPROVAL OF THE MINUTES

At the request of Susan Hildreth, City Librarian, the approval of the minutes of the meeting of June 4, 2002, was postponed to a future meeting.

An anonymous citizen's request to comment upon approval of the minutes was declined by President Higuera because the item was not considered.

AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

Ms. Hildreth described the library's inventory and collection refreshment project and provided a handout dated 6/10/02. She noted that this project is coinciding with planning for the various branch renovations and the need for a systemwide inventory of holdings. The City Librarian suggested various reasons that would account for the discrepancies between materials in the catalog and on the shelves, and stated her desire to develop as accurate a database of the actual holdings as possible to assist in planning for the development and maintenance of library collections. She reported that the project was beginning with the phase-one libraries—Excelsior, Richmond, Noe Valley, Marina, and Parkside—and would eventually include all the facilities.

Ms. Hildreth anticipated that loss rates for materials would vary significantly between various branches, and emphasized that the library's migration to a new integrated library system will benefit by improving the accuracy of catalog information. She pointed out that Automation was printing reports of library materials that had not been checked out in the past two years, and that staff was checking the reports against materials physically on

the shelves. She indicated that in some instances branch librarians were taking this opportunity to determine whether materials were current and suitable for the branch collection or would be more appropriate in another facility or should be withdrawn. Ms. Hildreth specified that this was an option for the branch librarians but was not required.

The City Librarian lauded the library's redistribution program which includes a review of all materials submitted to determine whether they can be used elsewhere in the system, and, if not, seeks to redistribute them where possible to other public agencies or libraries.

Ms. Hildreth recalled the American Library Association conference held in June in Atlanta and informed the Commission of discussions regarding the federal PATRIOT Act which enhanced the authority of federal agencies to obtain patron records from public libraries. She reported that to her knowledge the San Francisco Public Library has not received any requests for information under the act.

The City Librarian noted that the Children's Internet Protection Act had been declared unconstitutional by the circuit court in Philadelphia, and that the federal government was appealing that decision to the U.S. Supreme Court.

Ms. Hildreth notified the Commission that the American Library Association has entered into partnership with Wells Fargo Bank to support ALA's At Your Library media campaign, and that Wells Fargo Bank has invited San Francisco Public Library to participate in a program that will provide information to interested citizens regarding home ownership.

The City Librarian described the One State/One Book project being sponsored by the State Library and the California Council for the Humanities which will encourage Californians to read The Grapes of Wrath. Ms. Hildreth reported that San Francisco Public Library received four grants from the California Council for the Humanities to support programs focusing on the Steinbeck novel at various sites, including a program in Spanish at the International Center.

Ms. Hildreth offered a report on various exhibits and programs that will be presented at the library, including a program on Caldecott-winning children's author David Small that will feature a reception and book signing; a reading and slide show celebrating the life and work of folksinger and songwriter Woody Guthrie; the summer reading program; and the library's ongoing series of computer and Web classes.

The City Librarian informed the Commission that the dates for West Portal Branch's closure for electrical upgrades had been set, and that open hours of surrounding branches have been adjusted upwards to accommodate users for the three months that West Portal is expected to be closed.

Ms. Hildreth reported that the library is receiving initial responses from the state regarding the initial cycle of Proposition 14 applications, and that total applications for the first cycle substantially exceeded the total amount of the bond.

The City Librarian announced that President Higuera was elected to the Urban Libraries Executive Board at the June ALA meeting.

Public comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

An anonymous citizen expressed apprehension that the term "Inventory and Collection Refreshment" was misleading, and that the report contradicted previous staff statements that inventories of materials were made prior to items being withdrawn from the collections. This individual suggested that the library received various advantages from distortions in the count of materials. Ed Regan, a retired citizen, opposed removal of non-circulating materials and noted that the information in nonfiction sources is often stable and useful from year to year. Sue Cauthen, the representative of Marina and North Beach branches on the Council of Neighborhood Libraries, expressed support for removal of outdated materials from the library but cautioned against mass removal. She recalled removal of books from the Main Library due to lack of space, and emphasized that weeding should be highly selective, should be allotted sufficient time, and that items withdrawn should be offset by new items. She referred to community concerns regarding weeding, questioned a specific instance of a book that was withdrawn, and expressed concern that shelf space will be reduced in some branches during renovation. Marcia Popper, library user and Presidio representative, Council for Neighborhood Libraries, agreed with concerns expressed by previous speakers and stated that the public library should be a resource and repository for less frequently used and less readily accessible materials. Ms. Popper pointed out that significant usage of library materials is reference which will not show up in circulation figures, and she urged that on-site professional staff be principal in both the removal and addition of materials to library collections. Peter Warfield questioned the terminology of inventory and collection refreshment, and stated his concern that the project does not discuss obtaining new materials to fill in collections or replace materials that have been withdrawn. He inquired about the development of guidelines for the program and the relation of them to the library's current policy on retention, and distinguished between a building's capacity and actual collection size. Guy Michael requested an assessment of water fountains in the main library and suggested that the library acquire alternate sites for storage and access of certain materials.

Commission comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

Vice President Steiman offered assurance that the two-year non-circulating guideline does not mean that a book will be removed from the collection, and the City Librarian agreed that the principal use of the information is to guide staff in determining what is actually on the shelves. Ms. Hildreth expressed appreciation for public comment and affirmed that the library is considering obtaining portable barcode scanners that could capture information regarding in-house use of library materials. The vice president reemphasized that the purpose of the two-year guideline is not weeding.

Commissioner Coulter suggested that the library utilize a clearer term than “deselection” and reminded the Commission of a previous decision to develop a citizens advisory committee on the issue of weeding. He added that the Library could revisit the issue of collection-maintenance rules, and he maintained support for the Commission having a broad dialogue over a period of time with a group of citizens on issues surrounding library collections since, as he pointed out, this is one of the most important functions of the professional staff and one that is least understood by the public. Commissioner Coulter hearkened back to the 1996 controversy regarding discards during which the library had identified 80% of the materials as having come from branches and questioned whether this did not indicate some form of inventory had occurred.

Ms. Hildreth responded that the move to the new Main included a specific review of the Main Library’s collection, but that no inventory of the branch libraries had been made. She advised the Commission that a substantial amount of the branch discards at that time were old and damaged materials that were being cleared to make room for new materials purchased with Proposition E funds. Commissioner Coulter urged the Commission to review rules on removing materials from the library’s collections and to consider inviting a panel to discuss the issue. In response to Ms. Cauthen’s comment, he stated that a goal of branch remodeling should be no reduction in shelf space. Vice President Steiman indicated that she too supported that goal, but that in some smaller branches it may prove impossible because of the spatial requirements such as ensuring accessibility and seismic safety, and that the library should make clear what the choices are.

Commissioner Bautista suggested that each branch facility should have its own review panel to be involved with staff in decision making and local issues. Vice President Steiman urged that sufficient time be allotted to making and implementing collection decisions.

President Higuera offered to calendar additional discussion of this issue during the New Business portion of the agenda, and Ms. Hildreth expressed the Library’s commitment to ensure that collections are relevant to San Francisco’s communities.

AGENDA ITEM #3 PURCHASE & SALE AGREEMENT: GLEN PARK

The City Librarian welcomed Carla Lieske, Deputy City Attorney, who reported on the continuing negotiations regarding the Glen Park Branch Library, and Ms. Hildreth noted that any outstanding issues would be determined prior to seeking approval from the Board of Supervisors. Marilyn Thompson, Branch Bond Program Manager, spoke in favor of the project from a design perspective and indicated that architects are preparing schematic designs that she anticipated would be brought before the Library Commission in summer for approval.

The City Librarian explained that before a purchase and sale agreement can be submitted to the Board of Supervisors, a general plan referral must be completed and approved by the Planning Department, and that some of the issues regarding Glen Park Branch, such

as detail of the exterior of the building, will be addressed during Planning Commission review.

Commissioner Chin arrived at 4:59 PM.

**Public comment on AGENDA ITEM #3 PURCHASE & SALE AGREEMENT:
GLEN PARK**

An anonymous citizen stated that the agenda for the meeting should have referred to two additional explanatory documents and recalled his previous statements that the library's acquisition of a condominium to serve as a branch facility retains some of the disadvantages involved in renting. Mr. Regan expressed preference for libraries being stand-alone buildings. Mr. Warfield informed the Commission that explanatory documents should have been mailed with the agenda instead of only being provided at the meeting. He cited specific instances in the resolution and the term-sheet outline that he found unacceptably open-ended.

**Commission comment on AGENDA ITEM #3 PURCHASE AND SALE
AGREEMENT: GLEN PARK**

Vice President Steiman expressed discomfort that more specific terms could not presently be placed before the Commission since negotiations are ongoing, and she expressed concern regarding final finishes for the exterior of the building. At the request of President Higuera, Ms. Thompson discussed issues regarding quality assurance at Glen Park Branch. She noted that the library has ultimate approval at each step of the construction process, and that this authority will be used to ensure that the features and qualities needed by an urban library are acquired.

In response to a question from the Commission President, Ms. Hildreth indicated that an appraisal is currently underway to validate the cost of the branch, and that she anticipated that an evaluation of air rights would be included. Commissioner Coulter suggested postponing the vote on Glen Park Branch since the appraisal was not expected to be submitted until July 21, and a neighborhood group had requested a meeting with him prior to any action being taken. Ms. Hildreth responded that the project would be strengthened by providing the developer with Commission approval prior to the issue being heard by the Planning Commission.

Ms. Hildreth commented that if the Glen Park Branch were a stand-alone building in a public-zoning area, as is the case with the other branch libraries, there would be no requirement for parking, and that the Public Library is participating in a grant-funded collaboration with the Planning Department and BART in a CalTrans study to enhance transit and parking in Glen Park. The Commission discussed the dialogue the Library had engaged in with the community regarding issues around construction of a new facility for Glen Park Branch, and several members suggested that the Planning Department hearing would be the appropriate venue for individuals with additional concerns.

The City Librarian reviewed the changes in parking plans that have occurred in the project during its development, and David Prowler, the project developer, described the project's outreach efforts and public hearings. Commissioner Coulter again urged that the Commission delay its vote until he was able to hear the concerns of the individuals he was scheduled to meet with the next week, and he explained that approving the resolution would be construed by the community to mean that the library supported the entire project, including the absence of parking.

Ms. Hildreth provided the Commission with information regarding the Planning Department's questions concerning the Glen Park project, and she reported that she has provided Planning with a copy of the library's branch-facility plan.

MOTION: by Commissioner Bautista, seconded by Commissioner Chin, to adopt the following:

RESOLUTION ENDORSING ACQUISITION OF GLEN PARK BRANCH LIBRARY

WHEREAS, On November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" for general obligation bonds in the amount of \$105,865,000 for the acquisition, renovation and construction of branch libraries and other library facilities; and

WHEREAS, One priority of the Branch Library Facilities Improvement Bonds is to relocate the four branch libraries located in rented facilities into facilities owned by the City; and

WHEREAS, The Glen Park Branch Library presently is housed in a 1500 square foot facility rented by the City at 653 Chenery Street that is inadequate to meet the needs of the neighborhood it is intended to serve; and

WHEREAS, At a Special Meeting of the San Francisco Public Library Commission ("Library Commission") held November 15, 2001, the Library Commission authorized the City Librarian to negotiate for the purchase of an approximately 9200 square foot condominium unit, including an approximately 700 square foot exclusive entry off Diamond Street on the ground floor, 8500 square feet on the second floor, and approximately 4000 square feet of air rights above the condominium unit, in a mixed use project to be built at the corner of Diamond and Wilder Streets. The mixed use project shall consist of approximately 15 – 20 residential units, a ground floor neighborhood grocery store and the branch library; and

WHEREAS, The Department of Real Estate, on behalf of the Library Commission and the City, has negotiated an agreement to acquire the parcel for \$3,374,000, which price shall include the condominium unit, delivered as an enhanced shell, and be subject to all of the conditions as more particularly described in the Agreement of Purchase and Sale of Real Property by and between Glen Park Marketplace Phoenix, LLC as seller and City

and County of San Francisco as buyer, and exhibits and schedules thereto (the "Agreement"), a draft of which is on file with the Library Commission; and

WHEREAS, The Agreement is subject to the prior approval of the Board of Supervisors, and the planning and environmental review related to the Agreement shall be completed prior to submission of the Agreement to the Board of Supervisors for approval; and

NOW, THEREFORE BE IT RESOLVED That the Library Commission endorses the purchase of the Glen Park Branch Library unit on the terms and conditions set forth in the Agreement and, subject to completion of all required environmental review and governmental approvals, recommends that the Board of Supervisors approve the Agreement; and

BE IT FURTHER RESOLVED That, should the Board of Supervisors approve the Agreement, the Library Commission authorizes the City Librarian to take all steps necessary to finalize, and urges the Director of Property to execute, the Agreement; and

BE IT FURTHER RESOLVED That the Library Commission authorizes the City Librarian and the Director of Property to enter into any additions, amendments or other modifications to the Agreement that they determine are in the best interests of the City, do not materially decrease the benefits to the City with respect to the unit, do not materially increase the obligations or liabilities of the City, and are necessary or advisable to complete the transaction contemplated in the Agreement and effectuate the purpose and intent of this Resolution, such determination to be conclusively evidenced by the execution and delivery by any of them of any such additions, amendments, or other modifications; and

BE IT FURTHER RESOLVED That should the Board of Supervisors approve the Agreement, the Library Commission authorizes the City Librarian and the Director of Property to take all steps that are necessary or advisable to complete the transaction contemplated in the Agreement to effectuate the purpose and intent of this Resolution and that do not materially increase the obligations or liabilities of the City.

ACTION: AYE 5-1 Aye: (Bautista, Chin, Higuera, Steiman, Swig.) No: (Coulter.)

AGENDA ITEM #4 PURCHASE & SALES AGREEMENT: MISSION BAY

The City Librarian welcomed Donnell Choy, deputy city attorney, who reported that no major changes have been made in the proposed Mission Bay agreement since the last update, and that the purchase price was now specified and was included in the "Summary of Proposed Purchase Agreement for Mission Bay Branch Library," dated 7/2/02, which had been distributed. Ms. Thompson reviewed the development of the budget for Mission Bay Branch and explained that the purchase price is now set at \$3.267 million. She specified items—such as legal costs, telecommunications, construction management, moving, equipment and furniture—that are not included in the purchase price and indicated that those are budgeted elsewhere in the bond program or Friends/Foundation fundraising campaign. Ms. Thompson described items included in the purchase price,

such as the library's share of construction of the building shell and core, library interiors, permits, design costs, and various contingency funds. The branch bond manager noted that the budget includes a price cap, and that if expenditures exceed the cap, the library can withdraw from the project. Ms. Thompson concluded that the forecast project cost is now \$3.957 million, and that the approved budget is \$3.304 million, so that an additional \$0.653 million will be needed. She advised the Commission that it would, at a future meeting, be requested to reduce the current program reserve in order to cover the difference between the forecast cost and the approved budget. The City Librarian clarified that a difference between cost and funding was also included in the presentation to the Commission in December.

**Public comment on AGENDA ITEM #4 PURCHASE & SALE AGREEMENT:
MISSION BAY**

An anonymous citizen expressed satisfaction that the purchase price for the Mission Bay Branch was now available, and requested additional discussion regarding the implications of the city being self-insured in the project. Mr. Regan expressed his preference for branch libraries being built as stand-alone structures. Mr. Warfield explained his disappointment that the materials describing the project were not available prior to the meeting, and his concern that the price of Mission Bay Branch was rising before construction began. He cited language in the Mission Bay resolution, similar to that in the Glen Park resolution, which he found unacceptably open-ended.

**Commission comment on AGENDA ITEM #4 PURCHASE & SALE
AGREEMENT: MISSION BAY**

Ms. Thompson offered additional information regarding the various contingency funds allotted for the project, and, in response to a concern expressed by Commissioner Bautista, the City Librarian predicted that the branch will not exercise its option to rent parking spaces unless required to do so by unforeseen circumstances.

President Higuera welcomed Matthew Schwartz, Senior Housing Development Specialist with the Redevelopment Agency, and Merle Malakof, Associate Director for Housing Development at Mercy Housing. Mr. Malakof assured the Commission that library staff had been diligent in ensuring that none of the cost for housing development was shifted to the library and that a fair method for allocating costs for mixed-use development was in place.

In response to a question from Commissioner Chin, the City Librarian projected that both Glen Park and Mission Bay branches would serve substantial numbers of patrons from outside their specific neighborhoods because of their proximity to major transit lines.

MOTION: by Commissioner Bautista, seconded by Commissioner Chin, to adopt the following:

RESOLUTION ENDORSING ACQUISITION OF MISSION BAY BRANCH LIBRARY

WHEREAS, On October 26, 2998, the Board of Supervisors approved a Redevelopment Plan for the Mission Bay North Redevelopment Project by Ordinance No. 327-98 and on November 2, 1998, the Board of Supervisors approved a Redevelopment Plan for the Mission Bay South Redevelopment Project by Ordinance No. 335-98, effectively creating two new future neighborhoods, Mission Bay North and Mission Bay South, each with approximately 3,000 new units of housing in addition to several million square feet of office and commercial space; and

WHEREAS, The voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000," for general obligation bonds in the amount of \$105,865,000 that included funds for the construction of a new branch for the Mission Bay Neighborhoods; and

WHEREAS, At a Special Meeting of the San Francisco Public Library Commission ("Library Commission") held December 20, 2001, the Library Commission authorized the City Librarian to negotiate for the purchase of a new Mission Bay Branch Library on the ground floor of a mixed use project to be constructed on southwest corner of Fourth and Berry Streets, Block N3a, Parcel 1, just north of the Channel and Fourth Street Bridge in the Mission Bay North Redevelopment Project Area; and

WHEREAS, The Branch Library will occupy approximately 7,700 square feet in the mixed use project which shall consist of approximately 139 senior housing units, an adult day-care center, approximately 23,400 square feet of non-profit office space and the Branch Library. Parcel n3a-1 will be vertically and horizontally subdivided to create the Branch Library parcel, a housing parcel and an office parcel; and

WHEREAS, The Department of Real Estate, on behalf of the Library and the City, has negotiated an agreement to acquire the Branch Library parcel for \$3,267,000, the purchase price based on the actual cost of designing and constructing the core and shell and tenant improvements for the Branch Library and may be adjusted upwards or downwards based upon such actual costs, all as more fully set forth in, and subject to the conditions as more particularly described in, The Agreement of Purchase and Sale of Real Property, and exhibits and schedules thereto ("the Agreement"), a draft of which is on file with the Library Commission; and

WHEREAS, In a letter dated June 27, 2002, to the Department of Real Estate, a copy of which is on file with the Library Commission, the Planning Department found: (1) that the Mission Bay North Owner Participation Agreement with Catellus Development Corporation and the proposed Mission Bay Branch Library project "received Environmental Review – Mission Bay Subsequent Environmental Impact Report – and Certification on September 7, 1998 (Case No. 771E) and that therefore, no further environmental review is required"; and (2) that the proposed branch library project is consistent with the Eight Priority Policies of Section 101.1 of the Planning Code; and

WHEREAS, The Agreement is subject to the prior approval of the Board of Supervisors; and

NOW, THEREFORE BE IT RESOLVED That the Library Commission endorses the purchase of the Branch Library parcel on the terms and conditions set forth in the Agreement and recommends that the Board approve the Agreement; and

BE IT FURTHER RESOLVED That, should the Board of Supervisors approve the Agreement, the Library Commission authorized the City Librarian tot take all steps necessary to finalize, and urges the Director of Property to execute, the Agreement; and

BE IT FURTHER RESOLVED That the Library Commission authorizes the City Librarian and the Director of Property to enter into any additions, amendments or other modifications to the Agreement that they determine are in the best interests of the City, do not materially decrease the benefits to the City with respect to the Branch Library parcel, do not materially increase the obligations or liabilities of the City, and are necessary or advisable to complete the transaction contemplated in the Agreement and effectuate the purpose and intent of this Resolution, such determination to be conclusively evidenced by the execution and delivery by any of them of any such additions, amendments, or other modifications; and

BE IT FURTHER RESOLVED That, should the Board of Supervisors approve the Agreement, the Library Commission authorizes the City Librarian and the Director of Property to take all steps that are necessary or advisable to complete the transaction contemplated in the Agreement to effectuate the purpose and intent of this Resolution and that do not materially increase the obligations or liabilities of the City.

Commissioner Coulter expressed caution regarding the budget and recalled that the bond measure was reduced by \$10 million from the library's original request.

At the request of the City Librarian, Ms. Thompson provided an overview of issues regarding the foundation for the Mission Bay project. She indicated that geotechnical information that had led structural engineers to plan for increases in both the number and depth of foundation piers was undergoing a peer-review process, and that this might result in reduction of the projected cost of the foundation.

ACTION: AYE 6-0 (Bautista, Chin, Coulter, Higuera, Steiman, Swig)

The meeting was recessed by President Higuera at 6:17 PM and resumed at 6:27 PM.

AGENDA ITEM #5 LIBRARY 2002/2003 BUDGET UPDATE

George Nichols, Library Finance Director, provided a handout entitled "Notes on Budget Report," dated July 2, 2002, and reported that the Budget Committee of the Board of Supervisors had approved the Library's proposed budget for fiscal year 2002/03 which now moved to the full board. Mr. Nichols described the Library's negotiations with the

budget analyst's office, and informed the Commission of a \$430,000 increase in the book budget, and that overall expenditure for library materials will thus represent 10.2% of the library's total budget. Mr. Nichols informed the Commission that the Mayor's Budget assumes that employees will pay a portion of the retirement contribution now covered fully by the city, but that this is being negotiated with the individual bargaining units. He stated that in the event that the units representing library employees reject the Mayor's request, the amount of the retirement contribution will be charged against the library's budget in an amount he estimated at approximately \$250,000. In response to a question from Vice President Steiman, the City Librarian stated that this charge, if it occurs, would be funded from the Library's reserve fund.

Public comment on AGENDA ITEM #5 LIBRARY 2002/2003 BUDGET UPDATE

An anonymous citizen questioned the need for funding a Librarian II position at Mission Bay Branch since the facility is not open to the public, and expressed concern regarding the costs for the integrated library system and the information systems infrastructure. Mr. Regan suggested that the Library reduce the amount it charges the public for making photocopies. Mr. Warfield expressed disappointment that book acquisition is not receiving a greater share of the Library's resources, and concern regarding expenditures from the reserve fund.

Commission comment regarding AGENDA ITEM #5 LIBRARY 2002/2003 BUDGET UPDATE

In response to questions from Vice President Steiman, Ms. Hildreth stated that a goal for the materials budget would be 12% to 15% of the total budget, and Mr. Nichols noted the growth in the book budget over the past five years. The City Librarian explained that the librarian position for Mission Bay would be a full-time position, but would not be filled until January 2003, and that the individual appointed would be involved in crafting collections and services for the branch.

In reply to questions from Commissioner Bautista, Mr. Nichols stated that the Tool Lending Center remains funded through the Public Library, and that Fuhrman Fund expenditures can be tracked through invoices. **Ms. Hildreth stated that she would request that the Library's Chief of Information and Resource Management determine whether a title list of materials purchased through Fuhrman funds could be produced, and she agreed to communicate that information to Commissioner Bautista.**

AGENDA ITEM #6 FRIENDS AND FOUNDATION REPORT

Kathy Bella, Chief Development Officer, reported that, as of the end of May, Friends and Foundation had exceeded their goal for contributed and earned income by 13%, and that a final payment in the amount of \$757,000 was received during the fiscal year from a bequest which totaled almost \$7 million. Ms. Bella provided flyers describing upcoming literary events that Friends/Foundation sponsors in conjunction with City Arts and Lectures.

Public comment on AGENDA ITEM #6 FRIENDS AND FOUNDATION REPORT

None

AGENDA ITEM #7 LABOR UNION REPORT

None offered

AGENDA ITEM #8 NEW BUSINESS

Commissioner Coulter suggested that the Commission discuss the library's current collection-weeding guidelines with members of the community, perhaps in a roundtable format in the Latino/Hispanic meeting room.

He requested that the Commission consider developing a program in which the library would work with public-benefit organizations to honor individuals who have made significant contributions to the community. In response to a question from Commissioner Bautista, Ms. Hildreth stated that such a program could be an enhancement to the library's commitment to developing archives for each neighborhood.

Commissioner Bautista requested that the library explore a possible amnesty for young people who have lost library books.

Public comment on AGENDA ITEM #8 NEW BUSINESS

An anonymous citizen spoke in support of Commissioner Coulter's suggestion for a public discussion of the Library's weeding guidelines and practices, and questioned the criteria that would be utilized to select community heroes. Mr. Regan spoke in support of both of Commissioner Coulter's suggestions. Mr. Warfield expressed agreement with the suggestion to discuss the weeding policy and Commissioner Bautista's suggestion to consider an amnesty for youth who have lost library books. He related an incident regarding young people who needed materials at a branch that were unavailable, urged that any discussion of weeding collections also include collection refreshment, and stated that books identified as missing from the collections should be considered for replacement.

AGENDA ITEM #9 PUBLIC COMMENT

An anonymous citizen recalled previous discussions regarding formation of a Citizens Committee to consider weeding policies and spoke in support of possible legislation being considered by Supervisor Leland Yee. Mr. Regan encouraged increasing library open hours and reducing the cost of photocopies.

Commission comment on AGENDA ITEM #9 PUBLIC COMMENT

Ms. Hildreth explained that patrons can reduce their cost for photocopies by one-third by purchasing a debit card, and Commissioner Bautista pointed out that the library's budget does not permit an extension of open hours.

AGENDA ITEM #10 ADJOURNMENT

President Higuera announced with regret that Commissioner Swig was resigning from the Library Commission, and he thanked her for her service to the Public Library.

Commissioner Swig expressed appreciation for the opportunity to serve on the Commission, and she urged the members and public to bear in mind the important service that the library system provides to the community.

MOTION: by Commissioner Coulter, seconded by Commissioners Chin and Bautista, to adjourn the meeting of Tuesday, May 7, 2002, in appreciation of Commissioner Swig's service during her tenure as a member of the Library Commission.

Public comment on AGENDA ITEM #10 ADJOURNMENT

An anonymous citizen expressed gratitude to Commissioner Swig and wished her well. Mr. Regan commended Commissioner Swig. Mr. Warfield thanked the Commissioner for her thoughtfulness which benefited the library.

ACTION: AYE 6-0 ((Bautista, Chin, Coulter, Higuera, Steiman, Swig))

The regular meeting of Tuesday, July 2, 2002, of the San Francisco Public Library Commission adjourned at 7:11 PM.

Please note: These are draft minutes subject to revision by the Library Commission. Copies of Commission minutes and handouts are available in the Office of the Secretary, Library Commission, 100 Larkin Street, San Francisco, CA 94102-4733.

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to, approval or verification of accuracy by the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting: 1

Michael Housh
Secretary, Library Commission
8/1/02

Minutes of the regular Commission Meeting of July 2, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

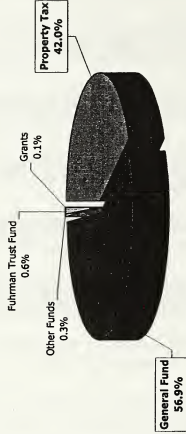
- Board of Supervisors' Budget Committee approved the Library's 2002-03 proposed budget. Budget now goes to the full board which has until July 31st to adopt a budget.
- In approving the Library's proposed 2002-03 budget, the Budget Committee approved \$238,900 in reductions recommended by the Budget Analyst – including:
 - Additional ½ percent increase in the Library's budgeted attrition rate – increases attrition savings factor from 4.4 percent to 4.9 percent for a "savings" of \$207,657.
 - Eliminated funding for 1 of the 3 express checkout machines requested for Mission Branch Library for a savings of \$22,000.
 - Reduced funding for the delivery truck by \$9,243 to correspond to the vendor's quote for the truck.
- Budget Analyst initially recommended increasing attrition savings by a full point for savings of about \$448,000 and eliminating 2 of the 3 self-express machines for a savings of \$44,000.
- Compromise solution was a ½ percent increase in attrition and funding for two of the three self-express check machines requested.
- Approved budget enables us to cover cost increases in baseline services and to move forward with several initiatives to enhance public service and improve operations. Includes:
 - Money for books (\$430,000).
 - Funds to replace the existing integrated library system (\$600,000) and to continue improvements to the information systems infrastructure (\$526,000).
 - Money to provide the public with low-cost copying and print services (\$410,000).
 - Funds to replace microform machines in the Newspaper and Magazine Center and the SF History Center (\$59,000).
 - Funding for permanent full-time Librarian at the Youth Guidance Center, Librarian II for Mission Bay Branch Library, translation and reproduction services to implement the "Equal Access to Services Ordinance"; and enhanced staffing for Technical Services..
- Overall, the Library's operating budget for 2002-03 is about \$54.1 million or 4.8 percent higher than the prior year's operating budget (\$51.6 million).

- The Budget Committee also approved the Library's Capital Improvement Budget which includes \$23.3 million in Branch Library Improvement Bonds, \$240,000 for Branch Library maintenance and repair, and \$280,000 to continue the replacement and upgrade of telephone systems in our Branch facilities.
- 2002-03 budget is one that allows us to both maintain and improve services and operations. It is a budget that we can be very proud of.
- Budget is prudent and leaves us well positioned as we go forward into the new year; and, as we start budget planning for the 2003-04 fiscal year.
- Despite the slide in the City's economy, the Library Preservation Fund is in good shape – the result of both good fortune and good fiscal management.
- Estimating that we will close the prior fiscal year with a \$5.5 million reserve in the fund; and, that by the end of the current fiscal year we will have a reserve of about \$4.7 million.
- Reserve is greater than what we normally carry however, it leaves us well positioned to cover future cost increases and it provides a hedge in the event the economy continues to slide.

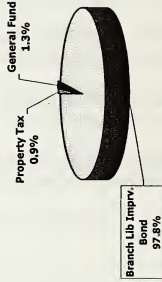
	OPERATIONS	CAPITAL	TOTAL
Property Tax	\$ 22,740,635	\$ 221,000	\$ 22,961,635
General Fund	\$ 30,765,097	\$ 299,000	\$ 31,064,097
Other Funds	\$ 189,000	-	\$ 189,000
Fuhrman Trust Fund	\$ 330,000	-	\$ 330,000
Grants	\$ 57,118	-	\$ 57,118
Branch Lib Imprv. Bond	-	\$ 23,300,000	\$ 23,300,000
Total	\$ 54,081,850	\$ 23,820,000	\$ 77,901,850
Less Recovery	-	-	-
Net Total Revenue	\$ 54,081,850	\$ 23,820,000	\$ 77,901,850
General Fund (LPE)			
General Fund	\$ 23,018,157	\$ 275,760	\$ 23,293,917
Children's Baseline	\$ 5,802,083	-	\$ 5,802,083
Total Gen. Fund Transfer	\$ 28,820,240	\$ 275,760	\$ 29,096,000
Int. Revenue	\$ 746,044	\$ 8,938	\$ 754,982
State Reimbursements	\$ 1,159,813	\$ 14,202	\$ 1,174,015
Total General Fund	\$ 30,765,097	\$ 299,000	\$ 31,064,097
Property Tax (LPE)			
Estimated Revenue	\$ 22,162,000	\$ 221,000	\$ 22,383,000
Fund Balance	\$ 578,635	-	\$ 578,635
Subtotal, LPE	\$ 22,740,635	\$ 221,000	\$ 22,961,635

Other Funds			
AB 1290 Passthrough	\$ 24,000	-	\$ 24,000
Homeowners Prop Tax Relief	\$ 165,000	-	\$ 165,000
Fuhrman Trust Fund	\$ 330,000	-	\$ 330,000
Grants	\$ 57,118	-	\$ 57,118
Subtotal	\$ 576,118	-	\$ 576,118
GF Required per Prop E	\$ 31,064,097		
GF Appropriated	\$ 31,064,097		
GF Subsidy	-		

BUDGET BY SOURCE OF FUNDS Operating Budget



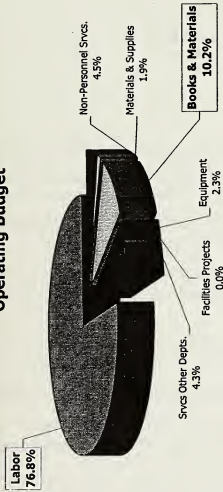
BUDGET BY SOURCE OF FUNDS Capital Budget



Salaries	\$ 33,725,847
Fringe Benefits	\$ 2,837,476
	\$ 41,543,323
Labor	
Non-Personnel Svcs.	\$ 41,543,323
Materials & Supplies	\$ 2,409,893
Books & Materials	\$ 1,036,807
Equipment	\$ 5,305,712
Facilities Projects	\$ 1,594,760
Svcs Other Depts.	\$ -
	\$ 2,321,355
TOTAL	\$ 54,081,850
Less Interdept'l Recovery	\$ -
NET TOTAL	\$ 54,081,850

76.82%
4.66%
1.92%
10.18%
2.34%
0.00%
5.62%
100.00%

CATEGORIES OF EXPENSE Operating Budget

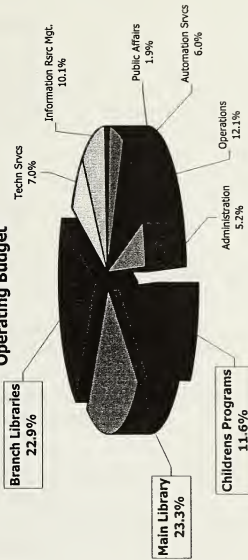


(Note: Total Includes DCYF expend.)

Main Library	\$ 12,572,311
Branch Libraries	\$ 12,363,648
Techn Svcs	\$ 3,778,887
Information Rsrc Mgt.	\$ 5,443,984
Public Affairs	\$ 1,052,059
Automation Svcs	\$ 3,256,049
Operations	\$ 6,515,764
Administration	\$ 2,822,740
Childrens Programs	\$ 6,233,659
Unallocated	\$ 22,709
TOTAL	\$ 54,081,850
Less Interdept'l Recovery	\$ -
NET TOTAL	\$ 54,081,850

Public Services	\$ 36,969,575
Public Service Support	\$ 14,289,535
Administration	\$ 2,822,740
Total	\$ 54,081,850

BUDGET BY PROGRAM Operating Budget





San Francisco Public Library

Michael Housh

Secretary, Library Commission

100 Larkin Street, San Francisco, CA 94102

Phone 415.557.4233, Fax 415.557.4240

Email: mhoush@sfppl.lib.ca.us

DOCUMENTS DEPT.

AUG 7 2002

SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, July 2, 2002

(As approved amended August 6, 2002)

The San Francisco Public Library Commission held a regular meeting on Tuesday, July 2, 2002, in the Koret Auditorium, Main Library.

Due to President Higuera's delay, Commissioner Steiman as President called the meeting to order at 4:08 PM, relinquishing the gavel to President Higuera upon his arrival at 4:09 PM.

The following members were noted present: Commissioners Bautista, Chin, Coulter, Higuera, Steiman, and Swig. Commissioner Streets was excused attendance.

AGENDA ITEM #1 APPROVAL OF THE MINUTES

At the request of Susan Hildreth, City Librarian, the approval of the minutes of the meeting of June 4, 2002, was postponed to a future meeting.

An anonymous citizen's request to comment upon approval of the minutes was declined by President Higuera because the item was not considered.

AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

Ms. Hildreth described the library's inventory and collection refreshment project and provided a handout dated 6/10/02. She noted that this project is coinciding with planning for the various branch renovations and the need for a systemwide inventory of holdings. The City Librarian suggested various reasons that would account for the discrepancies between materials in the catalog and on the shelves, and stated her desire to develop as accurate a database of the actual holdings as possible to assist in planning for the development and maintenance of library collections. She reported that the project was beginning with the phase-one libraries—Excelsior, Richmond, Noe Valley, Marina, and Parkside—and would eventually include all the facilities.

Ms. Hildreth anticipated that loss rates for materials would vary significantly between various branches, and emphasized that the library's migration to a new integrated library system will benefit by improving the accuracy of catalog information. She pointed out that Automation was printing reports of library materials that had not been checked out in the past two years, and that staff was checking the reports against materials physically on

the shelves. She indicated that in some instances branch librarians were taking this opportunity to determine whether materials were current and suitable for the branch collection or would be more appropriate in another facility or should be withdrawn. Ms. Hildreth specified that this was an option for the branch librarians but was not required.

The City Librarian lauded the library's redistribution program which includes a review of all materials submitted to determine whether they can be used elsewhere in the system, and, if not, seeks to redistribute them where possible to other public agencies or libraries.

Ms. Hildreth recalled the American Library Association conference held in June in Atlanta and informed the Commission of discussions regarding the federal PATRIOT Act which enhanced the authority of federal agencies to obtain patron records from public libraries. She reported that to her knowledge the San Francisco Public Library has not received any requests for information under the act.

The City Librarian noted that the Children's Internet Protection Act had been declared unconstitutional by the circuit court in Philadelphia, and that the federal government was appealing that decision to the U.S. Supreme Court.

Ms. Hildreth notified the Commission that the American Library Association has entered into partnership with Wells Fargo Bank to support ALA's At Your Library media campaign, and that Wells Fargo Bank has invited San Francisco Public Library to participate in a program that will provide information to interested citizens regarding home ownership.

The City Librarian described the One State/One Book project being sponsored by the State Library and the California Council for the Humanities which will encourage Californians to read The Grapes of Wrath. Ms. Hildreth reported that San Francisco Public Library received four grants from the California Council for the Humanities to support programs focusing on the Steinbeck novel at various sites, including a program in Spanish at the International Center.

Ms. Hildreth offered a report on various exhibits and programs that will be presented at the library, including a program on Caldecott-winning children's author David Small that will feature a reception and book signing; a reading and slide show celebrating the life and work of folksinger and songwriter Woody Guthrie; the summer reading program; and the library's ongoing series of computer and Web classes.

The City Librarian informed the Commission that the dates for West Portal Branch's closure for electrical upgrades had been set, and that open hours of surrounding branches have been adjusted upwards to accommodate users for the three months that West Portal is expected to be closed.

Ms. Hildreth reported that the library is receiving initial responses from the state regarding the initial cycle of Proposition 14 applications, and that total applications for the first cycle substantially exceeded the total amount of the bond.

The City Librarian announced that President Higuera was elected to the Urban Libraries Executive Board at the June ALA meeting.

Public comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

An anonymous citizen expressed apprehension that the term "Inventory and Collection Refreshment" was misleading, and that the report contradicted previous staff statements that inventories of materials were made prior to items being withdrawn from the collections. This individual suggested that the library received various advantages from distortions in the count of materials. Ed Regan, a retired citizen, opposed removal of non-circulating materials and noted that the information in nonfiction sources is often stable and useful from year to year. Sue Cauthen, the representative of Marina and North Beach branches on the Council of Neighborhood Libraries, expressed support for removal of outdated materials from the library but cautioned against mass removal. She recalled removal of books from the Main Library due to lack of space, and emphasized that weeding should be highly selective, should be allotted sufficient time, and that items withdrawn should be offset by new items. She referred to community concerns regarding weeding, questioned a specific instance of a book that was withdrawn, and expressed concern that shelf space will be reduced in some branches during renovation. Marcia Popper, library user and Presidio representative, Council for Neighborhood Libraries, agreed with concerns expressed by previous speakers and stated that the public library should be a resource and repository for less frequently used and less readily accessible materials. Ms. Popper pointed out that significant usage of library materials is reference which will not show up in circulation figures, and she urged that on-site professional staff be principal in both the removal and addition of materials to library collections. Peter Warfield questioned the terminology of inventory and collection refreshment, and stated his concern that the project does not discuss obtaining new materials to fill in collections or replace materials that have been withdrawn. He inquired about the development of guidelines for the program and the relation of them to the library's current policy on retention, and distinguished between a building's capacity and actual collection size. Guy Michael requested an assessment of water fountains in the main library and suggested that the library acquire alternate sites for storage and access of certain materials.

Commission comment on AGENDA ITEM #2 CITY LIBRARIAN'S REPORT

Vice President Steiman offered assurance that the two-year non-circulating guideline does not mean that a book will be removed from the collection, and the City Librarian agreed that the principal use of the information is to guide staff in determining what is actually on the shelves. Ms. Hildreth expressed appreciation for public comment and affirmed that the library is considering obtaining portable barcode scanners that could capture information regarding in-house use of library materials. The vice president reemphasized that the purpose of the two-year guideline is not weeding.

Commissioner Coulter suggested that the library utilize a clearer term than “deselection” and reminded the Commission of a previous decision to develop a citizens advisory committee on the issue of weeding. He added that the Library could revisit the issue of collection-maintenance rules, and he maintained support for the Commission having a broad dialogue over a period of time with a group of citizens on issues surrounding library collections since, as he pointed out, this is one of the most important functions of the professional staff and one that is least understood by the public. Commissioner Coulter hearkened back to the 1996 controversy regarding discards during which the library had identified 80% of the materials as having come from branches and questioned whether this did not indicate some form of inventory had occurred.

Ms. Hildreth responded that the move to the new Main included a specific review of the Main Library’s collection, but that no inventory of the branch libraries had been made. She advised the Commission that a substantial amount of the branch discards at that time were old and damaged materials that were being cleared to make room for new materials purchased with Proposition E funds. Commissioner Coulter urged the Commission to review rules on removing materials from the library’s collections and to consider inviting a panel to discuss the issue. In response to Ms. Cauthen’s comment, he stated that a goal of branch remodeling should be no reduction in shelf space. Vice President Steiman indicated that she too supported that goal, but that in some smaller branches it may prove impossible because of the spatial requirements such as ensuring accessibility and seismic safety, and that the library should make clear what the choices are.

Commissioner Bautista suggested that each branch facility should have its own review panel to be involved with staff in decision making and local issues. Vice President Steiman urged that sufficient time be allotted to making and implementing collection decisions.

President Higuera offered to calendar additional discussion of this issue during the New Business portion of the agenda, and Ms. Hildreth expressed the Library’s commitment to ensure that collections are relevant to San Francisco’s communities.

AGENDA ITEM #3 PURCHASE & SALE AGREEMENT: GLEN PARK

The City Librarian welcomed Carla Lieske, Deputy City Attorney, who reported on the continuing negotiations regarding the Glen Park Branch Library, and Ms. Hildreth noted that any outstanding issues would be determined prior to seeking approval from the Board of Supervisors. Marilyn Thompson, Branch Bond Program Manager, spoke in favor of the project from a design perspective and indicated that architects are preparing schematic designs that she anticipated would be brought before the Library Commission in summer for approval.

The City Librarian explained that before a purchase and sale agreement can be submitted to the Board of Supervisors, a general plan referral must be completed and approved by the Planning Department, and that some of the issues regarding Glen Park Branch, such

as detail of the exterior of the building, will be addressed during Planning Commission review.

Commissioner Chin arrived at 4:59 PM.

**Public comment on AGENDA ITEM #3 PURCHASE & SALE AGREEMENT:
GLEN PARK**

An anonymous citizen stated that the agenda for the meeting should have referred to two additional explanatory documents and recalled his previous statements that the library's acquisition of a condominium to serve as a branch facility retains some of the disadvantages involved in renting. Mr. Regan expressed preference for libraries being stand-alone buildings. Mr. Warfield informed the Commission that explanatory documents should have been mailed with the agenda instead of only being provided at the meeting. He cited specific instances in the resolution and the term-sheet outline that he found unacceptably open-ended.

**Commission comment on AGENDA ITEM #3 PURCHASE AND SALE
AGREEMENT: GLEN PARK**

Vice President Steiman expressed discomfort that more specific terms could not presently be placed before the Commission since negotiations are ongoing, and she expressed concern regarding final finishes for the exterior of the building. At the request of President Higuera, Ms. Thompson discussed issues regarding quality assurance at Glen Park Branch. She noted that the library has ultimate approval at each step of the construction process, and that this authority will be used to ensure that the features and qualities needed by an urban library are acquired.

In response to a question from the Commission President, Ms. Hildreth indicated that an appraisal is currently underway to validate the cost of the branch, and that she anticipated that an evaluation of air rights would be included. Commissioner Coulter suggested postponing the vote on Glen Park Branch since the appraisal was not expected to be submitted until July 21, and a neighborhood group had requested a meeting with him prior to any action being taken. Ms. Hildreth responded that the project would be strengthened by providing the developer with Commission approval prior to the issue being heard by the Planning Commission.

Ms. Hildreth commented that if the Glen Park Branch were a stand-alone building in a public-zoning area, as is the case with the other branch libraries, there would be no requirement for parking, and that the Public Library is participating in a grant-funded collaboration with the Planning Department and BART in a CalTrans study to enhance transit and parking in Glen Park. The Commission discussed the dialogue the Library had engaged in with the community regarding issues around construction of a new facility for Glen Park Branch, and several members suggested that the Planning Department hearing would be the appropriate venue for individuals with additional concerns.

The City Librarian reviewed the changes in parking plans that have occurred in the project during its development, and David Prowler, the project developer, described the project's outreach efforts and public hearings. Commissioner Coulter noting that he had been contacted by several Glen Park residents with concerns about the proposed project and had not yet had an opportunity to hear them, urged that the Commission delay its vote until he was able to hear the concerns of the individuals he was scheduled to meet with the next week. Commissioner Coulter explained that approving the resolution could be construed by the community to mean that the library supported the entire project, including the absence of parking.

Ms. Hildreth provided the Commission with information regarding the Planning Department's questions concerning the Glen Park project, and she reported that she has provided Planning with a copy of the library's branch-facility plan.

MOTION: by Commissioner Bautista, seconded by Commissioner Chin, to adopt the following:

RESOLUTION ENDORSING ACQUISITION OF GLEN PARK BRANCH LIBRARY

WHEREAS, On November 7, 2000, the voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000" for general obligation bonds in the amount of \$105,865,000 for the acquisition, renovation and construction of branch libraries and other library facilities; and

WHEREAS, One priority of the Branch Library Facilities Improvement Bonds is to relocate the four branch libraries located in rented facilities into facilities owned by the City; and

WHEREAS, The Glen Park Branch Library presently is housed in a 1500 square foot facility rented by the City at 653 Chenery Street that is inadequate to meet the needs of the neighborhood it is intended to serve; and

WHEREAS, At a Special Meeting of the San Francisco Public Library Commission ("Library Commission") held November 15, 2001, the Library Commission authorized the City Librarian to negotiate for the purchase of an approximately 9200 square foot condominium unit, including an approximately 700 square foot exclusive entry off Diamond Street on the ground floor, 8500 square feet on the second floor, and approximately 4000 square feet of air rights above the condominium unit, in a mixed use project to be built at the corner of Diamond and Wilder Streets. The mixed use project shall consist of approximately 15 – 20 residential units, a ground floor neighborhood grocery store and the branch library; and

WHEREAS, The Department of Real Estate, on behalf of the Library Commission and the City, has negotiated an agreement to acquire the parcel for \$3,374,000, which price shall include the condominium unit, delivered as an enhanced shell, and be subject to all of the conditions as more particularly described in the Agreement of Purchase and Sale of Real Property by and between Glen Park Marketplace Phoenix, LLC as seller and City

and County of San Francisco as buyer, and exhibits and schedules thereto (the "Agreement"), a draft of which is on file with the Library Commission; and

WHEREAS, The Agreement is subject to the prior approval of the Board of Supervisors, and the planning and environmental review related to the Agreement shall be completed prior to submission of the Agreement to the Board of Supervisors for approval; and

NOW, THEREFORE BE IT RESOLVED That the Library Commission endorses the purchase of the Glen Park Branch Library unit on the terms and conditions set forth in the Agreement and, subject to completion of all required environmental review and governmental approvals, recommends that the Board of Supervisors approve the Agreement; and

BE IT FURTHER RESOLVED That, should the Board of Supervisors approve the Agreement, the Library Commission authorizes the City Librarian to take all steps necessary to finalize, and urges the Director of Property to execute, the Agreement; and

BE IT FURTHER RESOLVED That the Library Commission authorizes the City Librarian and the Director of Property to enter into any additions, amendments or other modifications to the Agreement that they determine are in the best interests of the City, do not materially decrease the benefits to the City with respect to the unit, do not materially increase the obligations or liabilities of the City, and are necessary or advisable to complete the transaction contemplated in the Agreement and effectuate the purpose and intent of this Resolution, such determination to be conclusively evidenced by the execution and delivery by any of them of any such additions, amendments, or other modifications; and

BE IT FURTHER RESOLVED That should the Board of Supervisors approve the Agreement, the Library Commission authorizes the City Librarian and the Director of Property to take all steps that are necessary or advisable to complete the transaction contemplated in the Agreement to effectuate the purpose and intent of this Resolution and that do not materially increase the obligations or liabilities of the City.

ACTION: AYE 5-1 Aye: (Bautista, Chin, Higuera, Steiman, Swig.) No: (Coulter.)

AGENDA ITEM #4 PURCHASE & SALES AGREEMENT: MISSION BAY

The City Librarian welcomed Donnell Choy, deputy city attorney, who reported that no major changes have been made in the proposed Mission Bay agreement since the last update, and that the purchase price was now specified and was included in the "Summary of Proposed Purchase Agreement for Mission Bay Branch Library," dated 7/2/02, which had been distributed. Ms. Thompson reviewed the development of the budget for Mission Bay Branch and explained that the purchase price is now set at \$3.267 million. She specified items—such as legal costs, telecommunications, construction management, moving, equipment and furniture—that are not included in the purchase price and indicated that those are budgeted elsewhere in the bond program or Friends/Foundation fundraising campaign. Ms. Thompson described items included in the purchase price,

such as the library's share of construction of the building shell and core, library interiors, permits, design costs, and various contingency funds. The branch bond manager noted that the budget includes a price cap, and that if expenditures exceed the cap, the library can withdraw from the project. Ms. Thompson concluded that the forecast project cost is now \$3.957 million, and that the approved budget is \$3.304 million, so that an additional \$0.653 million will be needed. She advised the Commission that it would, at a future meeting, be requested to reduce the current program reserve in order to cover the difference between the forecast cost and the approved budget. The City Librarian clarified that a difference between cost and funding was also included in the presentation to the Commission in December.

Public comment on AGENDA ITEM #4 PURCHASE & SALE AGREEMENT: MISSION BAY

An anonymous citizen expressed satisfaction that the purchase price for the Mission Bay Branch was now available, and requested additional discussion regarding the implications of the city being self-insured in the project. Mr. Regan expressed his preference for branch libraries being built as stand-alone structures. Mr. Warfield explained his disappointment that the materials describing the project were not available prior to the meeting, and his concern that the price of Mission Bay Branch was rising before construction began. He cited language in the Mission Bay resolution, similar to that in the Glen Park resolution, which he found unacceptably open-ended.

Commission comment on AGENDA ITEM #4 PURCHASE & SALE AGREEMENT: MISSION BAY

Ms. Thompson offered additional information regarding the various contingency funds allotted for the project, and, in response to a concern expressed by Commissioner Bautista, the City Librarian predicted that the branch will not exercise its option to rent parking spaces unless required to do so by unforeseen circumstances.

President Higuera welcomed Matthew Schwartz, Senior Housing Development Specialist with the Redevelopment Agency, and Merle Malakof, Associate Director for Housing Development at Mercy Housing. Mr. Malakof assured the Commission that library staff had been diligent in ensuring that none of the cost for housing development was shifted to the library and that a fair method for allocating costs for mixed-use development was in place.

In response to a question from Commissioner Chin, the City Librarian projected that both Glen Park and Mission Bay branches would serve substantial numbers of patrons from outside their specific neighborhoods because of their proximity to major transit lines.

MOTION: by Commissioner Bautista, seconded by Commissioner Chin, to adopt the following:

RESOLUTION ENDORSING ACQUISITION OF MISSION BAY BRANCH LIBRARY

WHEREAS, On October 26, 2998, the Board of Supervisors approved a Redevelopment Plan for the Mission Bay North Redevelopment Project by Ordinance No. 327-98 and on November 2, 1998, the Board of Supervisors approved a Redevelopment Plan for the Mission Bay South Redevelopment Project by Ordinance No. 335-98, effectively creating two new future neighborhoods, Mission Bay North and Mission Bay South, each with approximately 3,000 new units of housing in addition to several million square feet of office and commercial space; and

WHEREAS, The voters of the City and County of San Francisco passed Proposition A, "Branch Library Facilities Improvement Bonds, 2000," for general obligation bonds in the amount of \$105,865,000 that included funds for the construction of a new branch for the Mission Bay Neighborhoods; and

WHEREAS, At a Special Meeting of the San Francisco Public Library Commission ("Library Commission") held December 20, 2001, the Library Commission authorized the City Librarian to negotiate for the purchase of a new Mission Bay Branch Library on the ground floor of a mixed use project to be constructed on southwest corner of Fourth and Berry Streets, Block N3a, Parcel 1, just north of the Channel and Fourth Street Bridge in the Mission Bay North Redevelopment Project Area; and

WHEREAS, The Branch Library will occupy approximately 7,700 square feet in the mixed use project which shall consist of approximately 139 senior housing units, an adult day-care center, approximately 23,400 square feet of non-profit office space and the Branch Library. Parcel n3a-1 will be vertically and horizontally subdivided to create the Branch Library parcel, a housing parcel and an office parcel; and

WHEREAS, The Department of Real Estate, on behalf of the Library and the City, has negotiated an agreement to acquire the Branch Library parcel for \$3,267,000, the purchase price based on the actual cost of designing and constructing the core and shell and tenant improvements for the Branch Library and may be adjusted upwards or downwards based upon such actual costs, all as more fully set forth in, and subject to the conditions as more particularly described in, The Agreement of Purchase and Sale of Real Property, and exhibits and schedules thereto ("the Agreement"), a draft of which is on file with the Library Commission; and

WHEREAS, In a letter dated June 27, 2002, to the Department of Real Estate, a copy of which is on file with the Library Commission, the Planning Department found: (1) that the Mission Bay North Owner Participation Agreement with Catellus Development Corporation and the proposed Mission Bay Branch Library project "received Environmental Review - Mission Bay Subsequent Environmental Impact Report - and Certification on September 7, 1998 (Case No. 771E) and that therefore, no further environmental review is required"; and (2) that the proposed branch library project is consistent with the Eight Priority Policies of Section 101.1 of the Planning Code; and

WHEREAS, The Agreement is subject to the prior approval of the Board of Supervisors; and

NOW, THEREFORE BE IT RESOLVED That the Library Commission endorses the purchase of the Branch Library parcel on the terms and conditions set forth in the Agreement and recommends that the Board approve the Agreement; and

BE IT FURTHER RESOLVED That, should the Board of Supervisors approve the Agreement, the Library Commission authorized the City Librarian tot take all steps necessary to finalize, and urges the Director of Property to execute, the Agreement; and

BE IT FURTHER RESOLVED That the Library Commission authorizes the City Librarian and the Director of Property to enter into any additions, amendments or other modifications to the Agreement that they determine are in the best interests of the City, do not materially decrease the benefits to the City with respect to the Branch Library parcel, do not materially increase the obligations or liabilities of the City, and are necessary or advisable to complete the transaction contemplated in the Agreement and effectuate the purpose and intent of this Resolution, such determination to be conclusively evidenced by the execution and delivery by any of them of any such additions, amendments, or other modifications; and

BE IT FURTHER RESOLVED That, should the Board of Supervisors approve the Agreement, the Library Commission authorizes the City Librarian and the Director of Property to take all steps that are necessary or advisable to complete the transaction contemplated in the Agreement to effectuate the purpose and intent of this Resolution and that do not materially increase the obligations or liabilities of the City.

Commissioner Coulter expressed caution regarding the budget and recalled that the bond measure was reduced by \$10 million from the library's original request.

At the request of the City Librarian, Ms. Thompson provided an overview of issues regarding the foundation for the Mission Bay project. She indicated that geotechnical information that had led structural engineers to plan for increases in both the number and depth of foundation piers was undergoing a peer-review process, and that this might result in reduction of the projected cost of the foundation.

ACTION: AYE 6-0 (Bautista, Chin, Coulter, Higuera, Steiman, Swig)

The meeting was recessed by President Higuera at 6:17 PM and resumed at 6:27 PM.

AGENDA ITEM #5 LIBRARY 2002/2003 BUDGET UPDATE

George Nichols, Library Finance Director, provided a handout entitled "Notes on Budget Report," dated July 2, 2002, and reported that the Budget Committee of the Board of Supervisors had approved the Library's proposed budget for fiscal year 2002/03 which now moved to the full board. Mr. Nichols described the Library's negotiations with the

budget analyst's office, and informed the Commission of a \$430,000 increase in the book budget, and that overall expenditure for library materials will thus represent 10.2% of the library's total budget. Mr. Nichols informed the Commission that the Mayor's Budget assumes that employees will pay a portion of the retirement contribution now covered fully by the city, but that this is being negotiated with the individual bargaining units. He stated that in the event that the units representing library employees reject the Mayor's request, the amount of the retirement contribution will be charged against the library's budget in an amount he estimated at approximately \$250,000. In response to a question from Vice President Steiman, the City Librarian stated that this charge, if it occurs, would be funded from the Library's reserve fund.

Public comment on AGENDA ITEM #5 LIBRARY 2002/2003 BUDGET UPDATE

An anonymous citizen questioned the need for funding a Librarian II position at Mission Bay Branch since the facility is not open to the public, and expressed concern regarding the costs for the integrated library system and the information systems infrastructure. Mr. Regan suggested that the Library reduce the amount it charges the public for making photocopies. Mr. Warfield expressed disappointment that book acquisition is not receiving a greater share of the Library's resources, and concern regarding expenditures from Prop. E funds.

Commission comment regarding AGENDA ITEM #5 LIBRARY 2002/2003 BUDGET UPDATE

In response to questions from Vice President Steiman, Ms. Hildreth stated that a goal for the materials budget would be 12% to 15% of the total budget, and Mr. Nichols noted the growth in the book budget over the past five years. The City Librarian explained that the librarian position for Mission Bay would be a full-time position, but would not be filled until January 2003, and that the individual appointed would be involved in crafting collections and services for the branch.

In reply to questions from Commissioner Bautista, Mr. Nichols stated that the Tool Lending Center remains funded through the Public Library, and that Fuhrman Fund expenditures can be tracked through invoices. **Ms. Hildreth stated that she would request that the Library's Chief of Information and Resource Management determine whether a title list of materials purchased through Fuhrman funds could be produced, and she agreed to communicate that information to Commissioner Bautista.**

AGENDA ITEM #6 FRIENDS AND FOUNDATION REPORT

Kathy Bella, Chief Development Officer, reported that, as of the end of May, Friends and Foundation had exceeded their goal for contributed and earned income by 13%, and that a final payment in the amount of \$757,000 was received during the fiscal year from a bequest which totaled almost \$7 million. Ms. Bella provided flyers describing upcoming literary events that Friends/Foundation sponsors in conjunction with City Arts and Lectures.

Public comment on AGENDA ITEM #6 FRIENDS AND FOUNDATION REPORT

None

AGENDA ITEM #7 LABOR UNION REPORT

None offered

AGENDA ITEM #8 NEW BUSINESS

Commissioner Coulter suggested that the Commission discuss the library's current collection-weeding guidelines with members of the community, perhaps in a roundtable format in the Latino/Hispanic meeting room.

He requested that the Commission consider developing a program in which the library would work with public-benefit organizations to honor individuals who have made significant contributions to the community. In response to a question from Commissioner Bautista, Ms. Hildreth stated that such a program could be an enhancement to the library's commitment to developing archives for each neighborhood.

Commissioner Bautista requested that the library explore a possible amnesty for young people who have lost library books.

Public comment on AGENDA ITEM #8 NEW BUSINESS

An anonymous citizen spoke in support of Commissioner Coulter's suggestion for a public discussion of the Library's weeding guidelines and practices, and questioned the criteria that would be utilized to select community heroes. Mr. Regan spoke in support of both of Commissioner Coulter's suggestions. Mr. Warfield expressed agreement with the suggestion to discuss the weeding policy and Commissioner Bautista's suggestion to consider an amnesty for youth who have lost library books. He related an incident regarding young people who needed materials at a branch that were unavailable, urged that any discussion of weeding collections also include collection refreshment, and stated that books identified as missing from the collections should be considered for replacement.

AGENDA ITEM #9 PUBLIC COMMENT

An anonymous citizen recalled previous discussions regarding formation of a Citizens Committee to consider weeding policies and spoke in support of possible legislation being considered by Supervisor Leland Yee. Mr. Regan encouraged increasing library open hours and reducing the cost of photocopies.

Commission comment on AGENDA ITEM #9 PUBLIC COMMENT

Ms. Hildreth explained that patrons can reduce their cost for photocopies by one-third by purchasing a debit card, and Commissioner Bautista pointed out that the library's budget does not permit an extension of open hours.

AGENDA ITEM #10 ADJOURNMENT

President Higuera announced with regret that Commissioner Swig was resigning from the Library Commission, and he thanked her for her service to the Public Library.

Commissioner Swig expressed appreciation for the opportunity to serve on the Commission, and she urged the members and public to bear in mind the important service that the library system provides to the community.

MOTION: by Commissioner Coulter, seconded by Commissioners Chin and Bautista, to adjourn the meeting of Tuesday, May 7, 2002, in appreciation of Commissioner Swig's service during her tenure as a member of the Library Commission.

Public comment on AGENDA ITEM #10 ADJOURNMENT

An anonymous citizen expressed gratitude to Commissioner Swig and wished her well. Mr. Regan commended Commissioner Swig. Mr. Warfield thanked the Commissioner for her thoughtfulness which benefited the library.

ACTION: AYE 6-0 ((Bautista, Chin, Coulter, Higuera, Steiman, Swig))

The regular meeting of Tuesday, July 2, 2002, of the San Francisco Public Library Commission adjourned at 7:11 PM.

Please note: Copies of Commission minutes and handouts are available in the Office of the Secretary, Library Commission, 100 Larkin Street, San Francisco, CA 94102-4733.

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to, approval or verification of accuracy by the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting: 1

Michael Housh
Secretary, Library Commission
8/7/02

Minutes of the regular Commission Meeting of July 2, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Minutes of the regular Commission Meeting of July 2, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, July 2, 2002

Item 1:

Approval of the June 4, 2002 Minutes

[City Librarian asked for a continuance of this item and announced that because the Commission Secretary was not in the best of health it might not be until the first meeting in August before these minutes would be brought to the commission.]

"I beg your pardon, Mr. president. Even though there was a motion, or a suggestion, to continue this item, there was no action nor was there public comment."

[The Deputy City Attorney stated that if there was no minutes, there was no item.]

"Is that the ruling of the chair?"

[President Higuera stated that would be his ruling.]

Minutes of the regular Commission Meeting of July 2, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, July 2, 2002

Item 2:

City Librarian's Report

"We have before us something called an 'Inventory and Collection Refreshment.' I hope you did not hire an expensive media consultant for this deceptive euphemism.

It says that 'branch libraries have not performed an inventory of materials in the collections.' The staff has certainly claimed that they have performed inventories. Each of the great book dumpings were preceded by what were claimed to be inventories. I hope that claims of an inventory are simply an opportunity to jimmy the figures and start from scratch with a whole new set of claim.

Each of the Prop.14 applications contained claims for the book collections did not match published sources. You received all kinds of advantages from the prior inflated claims. Now you are attempting to claim the advantages from distorting the figures downward.

I would suggest that there have been plenty of inventories and you should not acquiesce in this."

Minutes of the regular Commission Meeting of July 2, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, July 2, 2002

Item 3:

Purchase & Sale Agreement: Glen Park

"The agenda for this item states: 'Explanatory documents: Summary of Purchase and Sale documents.' The agenda was mailed with such a summary, but now you have before you two other documents I should have received notice of. This lack of attention to detail may be even more meaningful on future agenda items and should be regarded seriously.

The resolution itself states that the purpose of the bond funds is to relocate rental branches into buildings owned by the city. This agreement is technically ownership, but it retains many of the disadvantages that people were told were the disadvantages of rental inherent in rental properties.

I have made this point before and you have concluded that it was not as important as immediate results. You have placed a priority on getting something in some haste. I hope we will not regret that haste later."

Minutes of the regular Commission Meeting of July 2, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, July 2, 2002

Item 4:

Purchase & Sale Agreement: Mission Bay

"I am grateful to finally get the primary lacunae in this whole discussion which is the purchase price. We have been operating for a number of meetings where this was discussed, where there was a big hole where the purchase price was supposed be.

This is our first project and it is, although somewhat minimally, overbudget.

We heard today about the self-insurance program. I know that the city is self-insured, but that is with respect to people who step off curbs and that sort of thing. I would like hear more about what it means to be self-insured in a project like this.

I still have my concerns about the role we are playing in this project of providing an amenity and footing the bill as well."

Minutes of the regular Commission Meeting of July 2, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, July 2, 2002

Item 5:

Library 2002/2003 Budget Update

"There is an explanatory document, although none is listed on the agenda.

Just a few months ago there was a serious discussion about how deeply we should cut into the reserve. Now we have a very handsome reserve.

There is a Librarian II for the Mission Bay Branch Library who is not doing public service. Since we are in the construction phase on that branch, and the money for that is Prop. A, one wonders if Prop. A might pay for this librarian. If this librarian doing planning, we should know that.

The integrated library system and the information infrastructure are more than \$1 million and the copying service is nearly half a million. I recognize the necessity but I am not sure why they are that expensive. Have we done the analysis to keep them as small as possible?

There is no mention of what happened to the tool lending center."

Minutes of the regular Commission Meeting of July 2, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, July 2, 2002

Item 8:

New Business

"A discussion on the issue of weeding guidelines that involves the wider community needs to be had. Commissioner Coulter is correct that issues that are ignored become sore points. Perhaps his experience has led to some wisdom.

This is equally relevant to the discussion of honoring heroes. I am anxious about what the term "heroes" means. We have heard about heroes, and unsung heroes. I was in City Hall yesterday and saw the historical gallery's exhibit on the 1906 earthquake which included a newspaper article on the over 400 heroes of that conflagration. The modern curator observes that there is no record of the criteria used and comments about the fact there is only one woman on this list.

It is certainly wise to honor people who make a contribution. It is not necessarily wise to apply self-serving criteria about who gets to participate in that."

Minutes of the regular Commission Meeting of July 2, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, July 2, 2002

Item 9:

Public Comment

"Commissioner Coulter reminds us of our history when a committee was proposed during the previous great weeding controversy. That proposal was for fourteen thoughtful citizens and I thought it died because fourteen thoughtful citizens could not be found.

Now we are informed that what killed that committee was people with an agenda. I don't know who that refers to. I was not a candidate for that committee and those I knew seemed to have legitimate interests.

But the term "people with an agenda" is a double-edged sword. Mr. Coulter was eliminated from the commission when James Herlihy identified him as a person with an agenda.

Supervisor Yee has suggested a such committee and your president and City Librarian has written a letter opposing it for exactly that reason. It would be much better to have a committee that includes a broad range of people with a broad range of agenda."

Minutes of the regular Commission Meeting of July 2, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, July 2, 2002

Item 10:

Adjournment

“[In response to the announcement of Commissioner Swig’s resignation and adjournment in her honor.]

I want add my thanks to Ms. Swig for her service. Ms. Swig is wise to remind us of the basics, which is that no matter how problematic the commission meetings are, or how problematic our society becomes, we need people to serve and we should be grateful when they do.

So Ms. Swig has my thanks, best wishes, and god speed.”

GLEN PARK BRANCH LIBRARY

TERM SHEET OUTLINE

The following outlines certain basic terms of a proposed transaction structure between the City and County of San Francisco acting by and through its Library Department (the "City") and Glen Park Marketplace Phoenix (the "Developer") for the development of a new branch library on the corner of Diamond and Wilder Streets. Subject to City Planning approval and other required approvals, the Developer intends to build a mixed use project (the "Diamond Super Project") of approximately 15 -20 residential units over ground floor commercial (an intended grocery store) on the site.

The City and the Developer have been negotiating a letter of intent setting forth the parameters of a potential agreement whereby the City would purchase an approximate 9200 square foot condominium unit along with approximately 4000 square feet of air rights above the condominium unit (the "Library Parcel"), for a Glen Park branch public library. The general terms and conditions of the City's potential purchase of the Library Parcel are as follows:

1. The Developer will design and build the Diamond Super Project, including the Library Parcel in consultation with the Library staff. The Library Parcel shall have (i) approximately 700 square feet of ground floor space on Diamond Street (ii) approximately 8500 square feet on the second floor of the project and (iii) approximately 4000 sq of air rights above the Diamond Street portion of the Project.
2. The yet to be designed Library Parcel improvements shall, among other items, include the following:
 - 1) Construction suitable for a A-3 Occupancy (assembly)
 - 2) Slanted roof, if desired by City
 - 3) To the greatest extent possible separate building systems (water, sewer, electrical, HVAC, security, etc.), (20 ton HVAC)
 - 4) Minimum floor "live" load of 150 pounds per sq. ft.,
 - 5) Ceiling heights (slab to slab) shall be approximately 14 ft.
 - 6) Up to six skylights
 - 7) ground floor display windows.
 - 8) A 2500 lb. hydraulic elevator and distinctive staircase
 - 9) built-out washrooms
 - 10) 400 amp, 3 phase electrical service to main panel, including disconnect, separate meter from street
 - 11) Code complying fire egress
 - 12) Access to Fire & Life Safety Systems and sprinkler runs
 - 13) Access to common loading facilities and recycling areas
 - 14) And to the greatest extent possible, the design shall be consistent with the above and generally distinctive with

an identifiable civic presence using durable quality improvements.

3. The purchase price for the Library Parcel shall be \$3,374,000, payable upon substantial completion of the Library Parcel. 10% of the Purchase price shall be held back by the escrow company for payment to Developer upon punchlist completion.
4. Upon purchase, the City shall be bound by certain Conditions, Covenants & Restrictions ("C, C & R's") which shall among other items require City to pay for its share of charges ("CAM charges") related to the City's ownership of the Library Parcel condominium unit.
5. It is understood that any potential purchase and sale agreement between Developer and City would be subject to, among other items:
 - a) Construction plans and specifications acceptable to City
 - b) C, C & R's acceptable to City;
 - c) CAM charge budget acceptable to City;
 - d) ALTA Title Insurance acceptable to City.

If the foregoing conceptual terms are approved by the Library Commission, the Library staff will proceed to negotiate and execute a purchase and sale agreement between the Developer and the City and other necessary agreements for the City's purchase of the Library Parcel as outlined above. Among other items, the final form of the purchase and sale agreement and other related documents shall be subject to authorizing legislation by the Board of Supervisors prior to their execution.

San Francisco Public Library Inventory and Collection Refreshment

Background

The San Francisco Public Library's branch libraries have not performed an inventory of materials in the collections, at least not since the library moved from a paper based catalog to an online catalog in 1980. Additionally, branch libraries either do not currently have material security systems (Glen Park, Golden Gate Valley, Marina, Merced, Noe, North Beach, Ortega, Park, Portola, Potrero, Richmond, Vistacion Valley and West Portal), or the security systems have been installed over the past two to ten years, leaving collections vulnerable prior to installation.

Value

- ✓ The outcomes of not performing a collection inventory on a scheduled basis (for example, every three to five years) causes a growing number of inaccuracies in the database when compared to materials physically available for user access. The San Francisco Public Library collection is one collection housed in 27 locations. Users who search the current online library system have an expectation that materials listed in the catalog will generally be available, either immediately or through the placement of a reserve on specific items. With the online catalog currently holding a number of items that are no longer available (i.e., lost, missing, etc.), users' expectations are all too often not met, or not met in a timely manner. It is in the interest of providing quality library services for the public to perform periodic inventories.
- ✓ The library will be migrating to a new integrated library system in mid-2003. When records in the database are moved from the existing system to the new system, each record migrated will have a migration fee attached to it with the vendor of the new system. It is incumbent on library staff to have the cleanest database feasible prior to that migration in order to provide users with current records of materials that physically exist in the library system, as well as to be fiscally responsible in the expenditure of funds provided to the library in trust by the public.
- ✓ The implementation of the Branch Library Improvement Program also benefits from having an inventory prior to the completion of planning for renovated or new buildings. Appropriate library service space planning requires accurate knowledge of the total number of items held by the facility, as well as detailed breakdowns by type and age level of material. A reasonably up-to-date database enables library planners to more accurately assess future library space needs for specific collections and community needs. There will always be a delicate balancing of the use of space within each library building. Having the most accurate information will enable library staff to provide library service that the public need and deserve to have in their local branch library.

Collection Refreshment

Deselection of materials has always been a function of branch collection development and collection maintenance. Libraries have finite floor space. The San Francisco Public Library branch librarians have always deselected outdated materials, materials in poor condition, or duplicates that are no longer actively circulating, refreshing the collection to better serve the public.

There are good reasons for ongoing, consistent deselection to be a part of every branch librarian's responsibilities. Library staff are responsible to provide the most responsive and vital collections. Users want library collections to be easily accessible. They also deserve to find materials that will meet their needs.

The inventory project provides an opportunity for a more focused review of materials for deselection or not, since the computer lists generated will be for items that have not circulated in two years or longer. The computer lists will be used to identify materials that no longer exist for deletion from the database, as well as providing an opportunity for more easy review of items that are on the shelf but have not circulated in two years or more. The decision to retain or deselect materials is a professional activity, performed by staff knowledgeable in subject areas, as well as needs.

Redistribution

Library staff and the public, in any city or community, are concerned about the most appropriate disposal of deselected library materials. To address this concern specifically for San Francisco, the San Francisco Public Library has developed a unique approach, a *Community Redistribution Program* for library materials. The redistribution program makes withdrawn materials that are not out of date or damaged available to community groups. Additionally, thousands of withdrawn items are given to other libraries and community organizations worldwide to serve the public benefit.

Physically damaged and out-of-date materials are sent to a recycling center.

**Mission Bay
Branch Library**

**PROJECT BUDGET
REVISION**

JULY 2, 2002

Mission Bay Branch Library

Purchase Price
\$3,267,000



Design &
Construction
Oversight
\$400,000

Contingency
\$100,000

Legal & Closing
Costs \$190,000

Legal & Closing Costs
\$190,000

Design & Construction
Oversight
\$400,000

Purchase Price
\$3,267,000

Contingency
\$100,000

Purchase price includes hard & soft costs for a turn-key 7,600SF first floor library, and a 10% Redevelopment Agency Fee.

Construction costs were provided by General Contractor Cahill Construction based on design development documents. Furniture & moveable equipment is not included. Soft Costs & contingencies were provided by Mercy Housing based on consultant contracts procured through competitive RFQ by the Agency.

Art Program, move-in costs & Real Estate Department are provided for elsewhere.

Purchase Price Breakdown

Shell Soft Costs & Contingency	\$150,000
Library TI Soft Costs & Contingency	\$280,000
TOTAL SOFT COSTS	\$430,000
Shell Hard Costs & Contingency	\$1,095,000
Library TI Soft Costs & Contingency	\$1,445,000
TOTAL HARD COSTS	\$2,540,000
AGENCY FEES (10%)	\$297,000
TOTAL PURCHASE PRICE	\$3,267,000
TOTAL CAP (+5%)	\$3,430,350

MISSION CREEK COMMUNITY
DEVELOPMENT BUDGET
Update: June 27, 2002

	Total Jun-02	Library
1. SITE COSTS	43,300	1,912
Acquisition price	-	-
Broker fees	-	-
Holding Costs	-	-
Title Insurance & fees	-	-
Survey	16,300	720
Relocation Expenses	-	-
Environmental (Haz Mat)	27,000	1,192
Due Diligence Investigations	-	-
2. FINANCING COSTS	1,817,348	221
Site Acquisition Financing	-	-
Predevelopment Financing	5,000	221
Construction Financing	1,572,858	-
Bridge Financing	-	-
Permanent Financing	43,000	-
Tax Credit Fees	89,990	-
LP fees & expenses	-	-
Appraisal	15,000	-
Market Study	4,500	-
Commercial Financing	87,000	-
3. OWNER/DEVELOPER COSTS	1,884,232	39,238
Legal	72,500	10,000
Insurance	40,000	1,766
Property taxes	26,157	-
Developer Fee and Costs	1,226,200	1,170
Construction consultant	95,000	4,194
Cost certification audit	15,000	5,000
Sponsor Guaranty Fees	-	-
Soft cost contingency (except Library design costs)	409,375	17,108
4. DESIGN & ENGINEERING COSTS	2,606,760	361,671
Architect	2,197,260	344,034
Landscape Architect	-	-
Interior Design	-	-
Civil	10,000	441
Geotechnical	134,500	5,938
Special Studies & Consultants	40,000	1,324
Construction testing	225,000	9,933
5. PERMITS & FEES	438,650	24,752
Govt Fees	266,400	11,734
Utility Connection Fees	172,250	13,018
6. CONSTRUCTION COSTS	35,231,748	2,540,000
7. PROPERTY MGMT COSTS	932,313	2,207
Rent-up Expenses	128,083	-
Furnishings	195,000	2,207
Reserves	609,230	-
PROJECT ADMIN (LIBRARY PORTION - 10%)	297,000	297,000
TOTAL DEVELOPMENT COSTS	42,251,351	3,267,000

Construction Pro-Rata

COSTS ATTRIBUTABLE TO ALL PARCEL OWNERS:

Library 4.2% (by square footage)

COSTS ATTRIBUTABLE TO LIBRARY & OFFICE:

Library 1/4 (by portion of office tower)

COSTS ATTRIBUTABLE TO LIBRARY & RESIDENTIAL:

Library 1/3 (by use)

COSTS ATTRIBUTABLE TO LIBRARY ONLY:

Library 100%

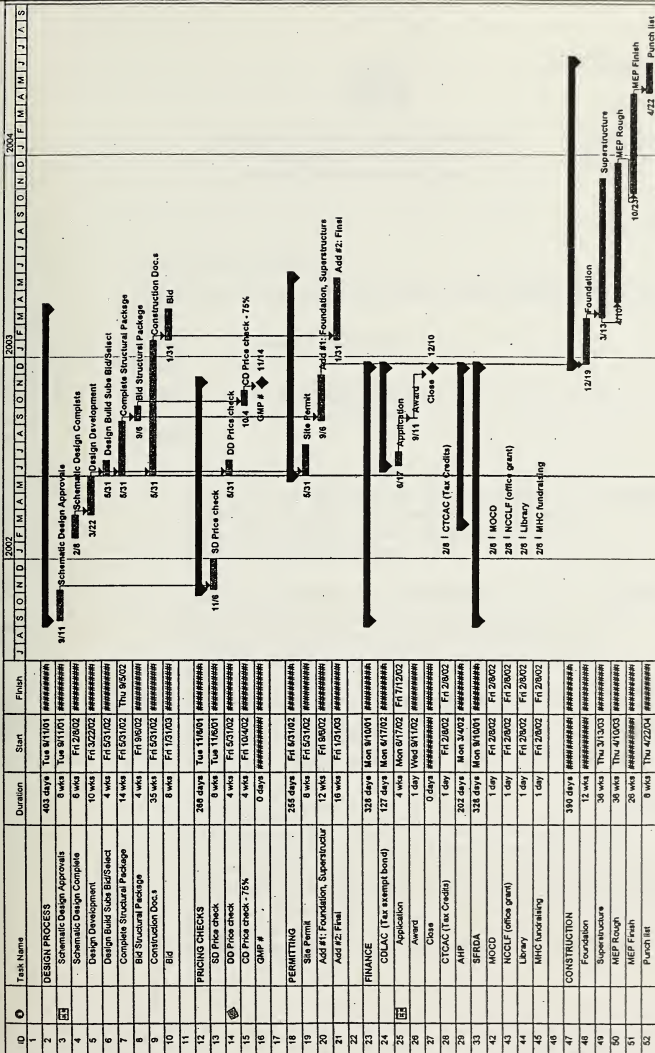
#	Spec	DESCRIPTION	Library
425	CALIFORNIA ST. SAN FRANCISCO, CA	Mission Creek Senior Housing	Library
		LOCATION	
		Mission Bay, San Francisco	
		OWNER	
		Mercy Housing	
		ARCHITECT	
		Hardison Korman Ingh and Tucker Architects	
		FLOOR AREA	
		185,458	
		EST. NO.	
		1	
		EST. DATE	
		26-Jun-02	
		DWG. PHASE	
		DD Design May 2002	
		START DATE	
		Winter, 2003	
		CONSTRUCTION	
		18 months	
		Perated	Library
		TI only	Library

Budget Revision

FORECAST PROJECT COST	\$3,957,000
AVAILABLE FUNDS	\$3,304,000
DIFFERENCE	(\$653,000)

ESTIMATED OPENING DATE FALL 2004

MISSION BAY SENIOR COMMUNITY PRELIMINARY DEVELOPMENT TIMELINE





San Francisco Public Library Commission

100 Larkin Street, San Francisco, CA 94102

Phone 415.557.4233, Fax 415.557.4240

JUL 15 2002

SAN FRANCISCO
PUBLIC LIBRARY

07-15-02 AFG:48 #CVD

NOTICE OF MEETING*

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, July 18, 2002
TIME: 4:00 PM
PLACE: Koret Auditorium, lower level
Main Library, Civic Center

AGENDA:

1. APPROVAL OF THE JUNE 20, 2002 MINUTES ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of June 20, 2002.
Explanatory document: draft minutes
2. LETTER OF INTENT- 190- 9TH STREET ACTION
Presentation and discussion of and possible action to request the Department of Real Estate to enter into negotiations for the acquisition of 190 - Ninth Street as the location for the Library Support Services Center.
Explanatory document: 190 - 9th Street site acquisition documents
3. GLEN PARK MARKET PLACE UPDATE DISCUSSION
Presentation of and discussion on the Glen Park Market Place project.
4. BOND PROGRAM MANAGER'S REPORT DISCUSSION
(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)
This report will consist of an *informational presentation*: public sector construction contracting; regular *reports*: program budget and schedule; site acquisition, active projects; and upcoming community outreach; and *special reports*: no presentation.
Explanatory documents: current Bond Program Budget and detailed schedules

Willie L. Brown, Jr.

Mayor

Charles A. Higuera, A.L.A.

President

Carol Steiman

Vice President

Helen Marte Bautista

Donnie K. Chin

Steven A. Coulter

Ran A. Streets

Darian W. Swig

Commissioners

Jusan Hildreth

City Librarian

Michael Housh

Commission Secretary



5. **BLIP ADVISORY COMMITTEE REPORT** **DISCUSSION**
(This item is to allow the Branch Library Improvement Bond Program Advisory Committee to inform the Commission of their current and proposed activities.)
6. **PUBLIC COMMENT** **DISCUSSION**
(This item to allow members of the public to comment on matters within the commission's purview as well as introduce new agenda for the commission's consideration.)
7. **ADJOURNMENT (motion and public comment required)** **ACTION**

* Public comment will be taken before or during the Library Commission's consideration of each agenda item.

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Library Commission after the posting of this agenda, can be obtained from the Office of the Library Commission, Main Library, 6th Floor and also, to the extent possible, will be available on the Library's website at <http://sfpl.lib.ca.us/>. 7/11/02 - M. Housh, Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETINGS POLICY

TO ENSURE THE PARTICIPATION OF THE DISABLED PUBLIC IN ALL COMMISSION PUBLIC MEETINGS, THE FOLLOWING ITEMS CONCERNING ACCESSIBILITY WILL BE AVAILABLE:

SIGN LANGUAGE INTERPRETERS OR NOTE TAKERS WILL BE AVAILABLE UPON REQUEST. PLEASE CONTACT SERVICES FOR THE DEAF AND HEARING IMPAIRED AT 415/557-4433 (TDD) OR 415/557-4434 (VOICE) AT LEAST 72 HOURS PRIOR TO THE MEETING. LATE REQUESTS WILL BE HONORED IF POSSIBLE.

A SOUND ENHANCEMENT SYSTEM WILL BE AVAILABLE UPON REQUEST AT THE MEETINGS. PLEASE CONTACT SERVICES FOR THE DEAF AND HEARING IMPAIRED AT 415/557-4433 (TDD) OR 415/557-4434 (VOICE) AT LEAST 72 HOURS PRIOR TO THE MEETING. LATE REQUESTS WILL BE HONORED IF POSSIBLE.

A PERSON WHO IS DEAF OR HEARING IMPAIRED MAY GAIN MEETING INFORMATION PRIOR TO THE MEETING BY CALLING 415/557-4433 (TDD) OR 415/557-4434 (VOICE). IN ADDITION, THE CALIFORNIA RELAY SERVICE CAN BE USED BY INDIVIDUALS WITH HEARING AND SPEECH IMPAIRMENTS BY CALLING 1-800/735-2929 (TDD) OR 1-800/735-2992 (VOICE).

MINUTES OF THE MEETINGS ARE AVAILABLE IN ALTERNATIVE FORMATS. IF YOU REQUIRE THE USE OF A READER DURING THE MEETING, PLEASE CONTACT THE LIBRARY FOR THE BLIND AND PRINT HANDICAPPED AT 415/557-4253 AT LEAST 72 HOURS IN ADVANCE OF THE NEED.

INDIVIDUALS WITH SEVERE ALLERGIES, ENVIRONMENTAL ILLNESS, MULTIPLE CHEMICAL SENSITIVITY OR RELATED DISABILITIES SHOULD CALL THE ACCESSIBILITY HOTLINE AT 415/554-8925 TO DISCUSS MEETING ACCESSIBILITY. IN ORDER TO ASSIST SAN FRANCISCO'S EFFORTS TO ACCOMMODATE SUCH PEOPLE, ATTENDEES AT PUBLIC MEETINGS ARE REMINDED THAT OTHER ATTENDEES MAY BE SENSITIVE TO VARIOUS CHEMICAL-BASED PRODUCTS. PLEASE HELP THE CITY TO ACCOMMODATE THESE INDIVIDUALS.

LIBRARY COMMISSION MEETINGS WILL BE HELD AT THE MAIN LIBRARY, 100 LARKIN STREET AT GROVE, LOWER LEVEL, KORET AUDITORIUM, EXCEPT WHEN OTHERWISE NOTICED. THE COMMISSION MEETING ROOM IS WHEELCHAIR ACCESSIBLE. THE CLOSEST ACCESSIBLE BART STATION IS CIVIC CENTER. THE ACCESSIBLE MUNI LINE SERVING THIS LOCATION IS THE #19 POLK. FOR INFORMATION ABOUT MUNI'S ACCESSIBLE SERVICE, PLEASE CALL 415/923-6142.

THERE IS ACCESSIBLE PARKING AVAILABLE AT 355 McALLISTER, CIVIC CENTER PLAZA GARAGE. CALL 415/863-1537. ACCESSIBLE SEATING FOR PERSONS WITH DISABILITIES (INCLUDING THOSE USING WHEELCHAIRS) WILL BE AVAILABLE AT MEETINGS.

THE RINGING OF AND USE OF CELL PHONES, PAGERS AND SIMILAR SOUND-PRODUCING ELECTRONIC DEVICES ARE PROHIBITED AT THIS MEETING. PLEASE BE ADVISED THAT THE CHAIR MAY ORDER THE REMOVAL FROM THE MEETING ROOM OF ANY PERSON(S) RESPONSIBLE FOR THE RINGING OR USE OF A CELL PHONE, PAGER, OR OTHER SIMILAR SOUND PRODUCING ELECTRONIC DEVICES.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

GOVERNMENT'S DUTY IS TO SERVE THE PUBLIC, REACHING ITS DECISIONS IN FULL VIEW OF THE PUBLIC. COMMISSIONS, BOARDS, COUNCILS AND OTHER AGENCIES OF THE CITY AND COUNTY EXIST TO CONDUCT THE PEOPLE'S BUSINESS. THIS ORDINANCE ASSURES THAT DELIBERATIONS ARE CONDUCTED BEFORE THE PEOPLE AND THAT CITY OPERATIONS ARE OPEN TO THE PEOPLE'S REVIEW.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (CHAPTER 67 OF THE SAN FRANCISCO ADMINISTRATIVE CODE) OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, THE SUNSHINE ORDINANCE TASK FORCE, CITY HALL, ROOM 244 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO, CA 94102-4689 OR AT 415/554-7724 PH. 415/554-5163 FAX AND WEBSITE AT DONNA_HALL@CI.SF.CA.US. COPIES OF THE SUNSHINE ORDINANCE CAN BE OBTAINED FROM THE CLERK OF THE SUNSHINE TASK FORCE, THE SAN FRANCISCO PUBLIC LIBRARY AND ON THE CITY'S WEBSITE AT WWW.CI.SF.CA.US/BDSUPVRS/SUNSHINE.

SAN FRANCISCO LOBBYIST ORDINANCE

ATTENTION: INDIVIDUALS AND ENTITIES THAT INFLUENCE OR ATTEMPT TO INFLUENCE LOCAL LEGISLATIVE OR ADMINISTRATIVE ACTION MAY BE REQUIRED BY THE SAN FRANCISCO LOBBYIST ORDINANCE (SF ADMIN CODE SECS. 16.520 - 16.534) TO REGISTER AND REPORT LOBBYING ACTIVITY. FOR MORE INFORMATION ABOUT THE LOBBYIST ORDINANCE, PLEASE CONTACT THE ETHICS COMMISSION AT 30 VAN NESS, STE. 3900, SAN FRANCISCO, CA 94102, TELEPHONE (415) 554-9510, FAX (415) 703-0121 AND WEB SITE [HTTP://WWW.CI.SF.CA.US/ETHICS/](http://WWW.CI.SF.CA.US/ETHICS/).

Michael Housh, Commission Secretary 3/7/02



San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

TO: Library Commission

FROM: Paul Underwood 
Deputy City Librarian

SUBJECT: Support Services Building

DATE: July 18, 2002

Background

The current location of Technical Services and some other indirect public services is on the first floor of the Main Library. The Post Occupancy Evaluation (P.O.E.) recommended that Technical Services, and other indirect public services, be relocated to another facility to make room for renovating existing back-of-house first floor space to be used for direct public service. The first floor is prime real estate and was recognized in the POE as offering a significant correction to the public's access to materials. In 2000, Cy Silver & Associates, a library facilities planning consultant, evaluated the current and future needs of several non-public services now located on the first floor. That report recommended that 23,000 gross square feet should be dedicated to meet the long term needs of those services.

Proposition A, passed in November 2000, included \$8.6 million for either a partial retrofit of Brooks Hall to serve as the location for these support services, or development of a facility to house these support services. Earlier this year, the City determined that Brooks Hall should not be upgraded for this purpose or any other purpose. This decision, along with the collapse of the dot.com industry, allowed Library Administration to focus on the purchase of a building to serve as the Support Services Center.

At the May 21st meeting of the Library Commission, Library Administration recommended moving forward with a property located at 945 Bryant Street. The Commission approved requesting the Department of Real Estate to enter into negotiations for the acquisition of 945 Bryant Street as the location for the Support Services Building. Subsequent to that direction, negotiations proceeded. However, we have not reached agreement on a sales price on 945 Bryant Street.

Recommendation

Staff is recommending that the Commission approve authorizing a Letter of Intent to purchase 190 Ninth Street. The facility is located between Mission and Howard Streets, on the northwest corner. The space is on three floors, totaling 45,000 square feet (*See page 4 for photo*). Philip Sowers, Bureau of Architecture, has done a preliminary evaluation of the building (*see attached memorandum*) and states that “the building is very well suited for the use of the Technical Services Department.”

Key points regarding 190 Ninth Street

- It is a better building than 945 Bryant.
- The building is three blocks from the Main Library – about a seven minute walk.
- Employees will still arrive at the Civic Center transit stations for BART and MUNI.
- No elevator needed for materials to reach their first point of activity. Simply unload from truck and wheel in to Receiving for unpacking and sorting.
- The building was renovated and upgraded in 2000 and is technologically fully wired and seismically reinforced.
- Square footage size allows for evaluation of space of the third floor (14,500 sf) for storage, or relocation of additional services out of the Main Library, or short term use by another City department.
- Attainable within the budget allocated of approximately \$8.5 million for acquisition.
- There is some off-street parking available for library use.
- Existing furniture is available at a nominal price.

Other Buildings Evaluated

As with 190 Ninth Street, a group comprised of representatives from Library Administration and staff from the support services functions that would be relocated visited all buildings.

Criteria for selection included:

- Adequate functional space for support services
- Potential for locating additional library services
- Within budget -- \$8.6 million
- Location – public transit access, distance from the Main Library, safety, public amenities

945 Bryant Street

41,000 square feet on three floors. At the time library staff toured 945 Bryant, the Department of Human Services was already in negotiation with the property owner for a long-term lease. Therefore, the Library Department withdrew consideration of this property. However, on May 15, 2002, the Department of Human Services was forced to

withdraw from completed negotiations due to pending budget reductions announced on behalf of the Governor's Office. Negotiations have not been successful.

680 2nd Street

61,554 square feet on five floors. Complex proposal with a land lease with 96 years remaining at \$250,000 yearly. Asking price was above amount budgeted for purchase and also was for purchase of building only, not land. Poorly designed for off-loading trucks. Every delivery would require the use of an elevator to arrive at first destination.

840 Brannon

48,826 square feet on two floors. New construction delivered in shell condition. Cost significantly above amount budgeted for purchase. Second floor space not reasonable to house the library's functions. Other issues included location and size of elevator, and heating/ventilating.

570 Townsend

24,000 square feet on one floor. Low quality of construction. Concrete pad floor uneven from original space to later addition made to building. Not viable.

540 9th Street

42,346 square feet on two floors. Sloping concrete first floor, floor uneven, off loading of deliveries problematic, poor quality of construction. Not viable.

1501 Mariposa

54,171 square feet on four floors. Issues include lack of adequate public transportation, distance from the Main Library, one elevator, every delivery would require the use of an elevator to arrive at first destination.

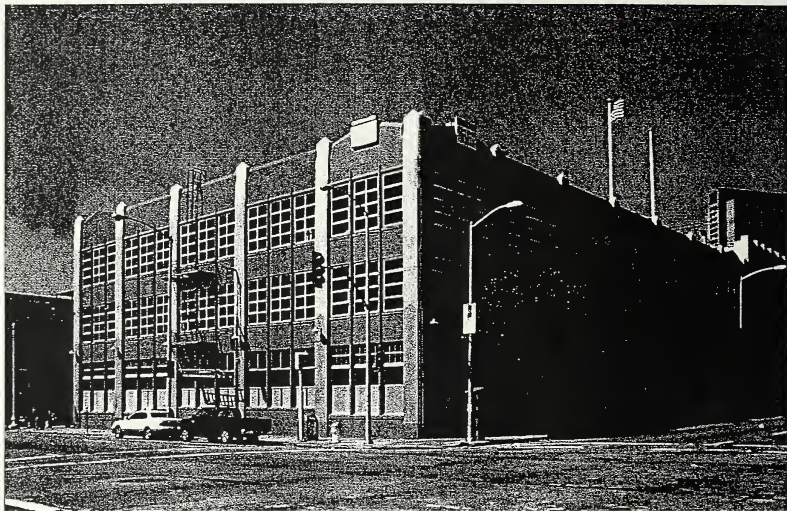
1667 Market

34,000 square feet on two floors. Close to Main Library a plus. Second floor space not reasonable to house the library's functions. Other issues included location and size of elevator, and heating/ventilating.

1475 Mission

26,000 square feet on one floor, 20,000 sf on one level with a mezzanine of 5,500 sf. Includes entire 7th floor of 7-story building. Close to Main Library a plus. Every delivery would require the use of an elevator to arrive at first destination. A separate lobby entrance uniquely for the 7th floor is off Mission Street. A standard freight elevator is dedicated to be an express elevator to the 7th floor. Therefore, this space is independent of the uses of the other 6 floors.

**190 9TH ST
SAN FRANCISCO. CA 94103**



Location: @ Howard Street
Submarket: South of Market
Block & Lt: -
Type: Office
Class: B

Status: Existing 1929, Renov Jan 2000
Stories: 3
RBA: 45,000sf
Land Area: 17,000sf
Typical Flr: 15,000sf
Owner: 9th & Howard, LLC
Developer: -
Architect: -
Management: Colliers International



Department of Public Works
Bureau of Architecture
30 Van Ness Avenue, Suite 4100
San Francisco, CA 94102- 6028

Willie Lewis Brown, Jr., Mayor
Edwin M. Lee, Director

Mark Dorian, Interim Bureau Manager

July 11, 2002

Ms. Susan Hildreth
City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Subject: 190 Ninth Street

Dear Ms. Hildreth:

At your request I visited the three-story building at 190 Ninth Street along with a group of Library staff to help evaluate its suitability for use by the Library Technical Services Department.

The building is constructed of poured-in-place concrete. The first floor is a concrete slab on grade with the exception a 400 square foot area over a basement, and the upper two floors are flat concrete slabs supported by concrete columns. The columns have conical capitals, which are typical for buildings that are designed for heavy floor loads. The building was probably designed to be able to support greater loads than required for general office use, but the actual load-carrying capacity should be checked by a structural engineer if stacks are to be located on the upper floors.

The building has been recently renovated to a very high standard. The renovation included seismic bracing and the replacement of the mechanical and electrical systems. Indirect pendant-mounted fluorescent lighting fixtures supply general illumination and individually controlled fixtures at each workstation provide task lighting. All ducts and wiring conduits are exposed at the ceiling. The building is fully wired for computers and has a suspended grid of wiring trays on each floor to allow for ease of changing and upgrading the communications and data systems. The windows have operable vents and are fitted with roll-down sunshades.

The building appears to meet the current California Title 24 and ADA accessibility requirements. The main entrance and the elevator are accessible and there are accessible toilets for men and women on each floor. One feature that is not in compliance with ADA is a built-in display case on the first floor that has walls that lean outward at the top and project into the path of travel more than 4 inches at 80 inches above the floor. This deficiency could be remedied by removing the case or by installing railings to prevent persons from getting too near to the case.

Each floor consists of office areas surrounding a central service core that contains the elevator and main stair, a copy room and conference rooms. The first floor has an enclosed break room and each of the other floors has a kitchenette area within the open office area. Windows are located on the North, East and south sides of the building. Reception areas are located on the North side of each floor and private offices are spread out along a portion of each of the sides that have windows.

The first floor is divided into areas for two tenants, but could be easily adapted for the Library's use by removing gypsum board partitions or installing additional doors. Partitions in the open office areas of each tenant's space consist of semi-exposed steel studs covered with plywood panels. The workstations on the first floor are site built from plywood and solid-core doors. They are sturdy and large but might not function well for tech services. Since the workstations and plywood partitions were not designed to be easily reconfigured, they may prove to be of little value to the Library.

The building does not presently have a loading dock. It does have a row of parking spaces along the alley at the rear of the building and it was reported that former dock was removed when the building was renovated. A loading dock for smaller trucks or vans could be created by replacing a window that opens to the alley with a door. There is room in the existing parking area for these vehicles to park perpendicular to the building for unloading without blocking the alley. If a dock that accommodates larger trucks is desired, a covered platform could be constructed extending into the parking area to allow the trucks to be positioned parallel to the building for unloading. Depending upon the type of loading dock that is required, the cost of modifications to the building could range from \$50,000 to \$100,000.

The second and third floors are furnished with high quality systems furniture workstations that are quite large. The workstations could be utilized as they are or reconfigured to suit the needs of the library.

The spaces in the building could easily accommodate the space requirements of the department as delineated in the program prepared by Cy Silver & Assoc. with very little renovation. The floors are large enough to allow efficient organization of the work areas and there is an abundance of natural light and ventilation. The building itself is conveniently located both to the Main Library and to public transportation.

Based upon my visit to the site and a quick review of the program for the department, I think that the building is very well suited for the use of the Technical Services Department and that the department could move in with a minimum of expense for renovation of the spaces.

Sincerely,

A handwritten signature in dark ink, reading "Philip Sowers". The signature is written in a cursive, slightly slanted style.

Philip Sowers
Senior Architect

CURRENT BUDGET REPORT-2000 Branch Library Improvement Bond Program

July 18, 2002

JOB #	Branch	BUDGET			REVENUE			EXPENDITURES/COMMITMENTS																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
		Budget (1001)	Budget (502)	Budget	City Prop. A Bricks	City Prop. B Bricks	Prop. 14 Bricks	All Sources	Appropriated	Reserve	Total Available	Budget 30-01-02	Budget 30-02-02	Budget 30-03-02	Budget 30-04-02	Budget 30-05-02	Budget 30-06-02	Budget 30-07-02	Budget 30-08-02	Budget 30-09-02	Budget 30-10-02	Budget 30-11-02	Budget 30-12-02	Budget 30-01-03	Budget 30-02-03	Budget 30-03-03	Budget 30-04-03	Budget 30-05-03	Budget 30-06-03	Budget 30-07-03	Budget 30-08-03	Budget 30-09-03	Budget 30-10-03	Budget 30-11-03	Budget 30-12-03	Budget 30-01-04	Budget 30-02-04	Budget 30-03-04	Budget 30-04-04	Budget 30-05-04	Budget 30-06-04	Budget 30-07-04	Budget 30-08-04	Budget 30-09-04	Budget 30-10-04	Budget 30-11-04	Budget 30-12-04	Budget 30-01-05	Budget 30-02-05	Budget 30-03-05	Budget 30-04-05	Budget 30-05-05	Budget 30-06-05	Budget 30-07-05	Budget 30-08-05	Budget 30-09-05	Budget 30-10-05	Budget 30-11-05	Budget 30-12-05	Budget 30-01-06	Budget 30-02-06	Budget 30-03-06	Budget 30-04-06	Budget 30-05-06	Budget 30-06-06	Budget 30-07-06	Budget 30-08-06	Budget 30-09-06	Budget 30-10-06	Budget 30-11-06	Budget 30-12-06	Budget 30-01-07	Budget 30-02-07	Budget 30-03-07	Budget 30-04-07	Budget 30-05-07	Budget 30-06-07	Budget 30-07-07	Budget 30-08-07	Budget 30-09-07	Budget 30-10-07	Budget 30-11-07	Budget 30-12-07	Budget 30-01-08	Budget 30-02-08	Budget 30-03-08	Budget 30-04-08	Budget 30-05-08	Budget 30-06-08	Budget 30-07-08	Budget 30-08-08	Budget 30-09-08	Budget 30-10-08	Budget 30-11-08	Budget 30-12-08	Budget 30-01-09	Budget 30-02-09	Budget 30-03-09	Budget 30-04-09	Budget 30-05-09	Budget 30-06-09	Budget 30-07-09	Budget 30-08-09	Budget 30-09-09	Budget 30-10-09	Budget 30-11-09	Budget 30-12-09	Budget 30-01-10	Budget 30-02-10	Budget 30-03-10	Budget 30-04-10	Budget 30-05-10	Budget 30-06-10	Budget 30-07-10	Budget 30-08-10	Budget 30-09-10	Budget 30-10-10	Budget 30-11-10	Budget 30-12-10	Budget 30-01-11	Budget 30-02-11	Budget 30-03-11	Budget 30-04-11	Budget 30-05-11	Budget 30-06-11	Budget 30-07-11	Budget 30-08-11	Budget 30-09-11	Budget 30-10-11	Budget 30-11-11	Budget 30-12-11	Budget 30-01-12	Budget 30-02-12	Budget 30-03-12	Budget 30-04-12	Budget 30-05-12	Budget 30-06-12	Budget 30-07-12	Budget 30-08-12	Budget 30-09-12	Budget 30-10-12	Budget 30-11-12	Budget 30-12-12	Budget 30-01-13	Budget 30-02-13	Budget 30-03-13	Budget 30-04-13	Budget 30-05-13	Budget 30-06-13	Budget 30-07-13	Budget 30-08-13	Budget 30-09-13	Budget 30-10-13	Budget 30-11-13	Budget 30-12-13	Budget 30-01-14	Budget 30-02-14	Budget 30-03-14	Budget 30-04-14	Budget 30-05-14	Budget 30-06-14	Budget 30-07-14	Budget 30-08-14	Budget 30-09-14	Budget 30-10-14	Budget 30-11-14	Budget 30-12-14	Budget 30-01-15	Budget 30-02-15	Budget 30-03-15	Budget 30-04-15	Budget 30-05-15	Budget 30-06-15	Budget 30-07-15	Budget 30-08-15	Budget 30-09-15	Budget 30-10-15	Budget 30-11-15	Budget 30-12-15	Budget 30-01-16	Budget 30-02-16	Budget 30-03-16	Budget 30-04-16	Budget 30-05-16	Budget 30-06-16	Budget 30-07-16	Budget 30-08-16	Budget 30-09-16	Budget 30-10-16	Budget 30-11-16	Budget 30-12-16	Budget 30-01-17	Budget 30-02-17	Budget 30-03-17	Budget 30-04-17	Budget 30-05-17	Budget 30-06-17	Budget 30-07-17	Budget 30-08-17	Budget 30-09-17	Budget 30-10-17	Budget 30-11-17	Budget 30-12-17	Budget 30-01-18	Budget 30-02-18	Budget 30-03-18	Budget 30-04-18	Budget 30-05-18	Budget 30-06-18	Budget 30-07-18	Budget 30-08-18	Budget 30-09-18	Budget 30-10-18	Budget 30-11-18	Budget 30-12-18	Budget 30-01-19	Budget 30-02-19	Budget 30-03-19	Budget 30-04-19	Budget 30-05-19	Budget 30-06-19	Budget 30-07-19	Budget 30-08-19	Budget 30-09-19	Budget 30-10-19	Budget 30-11-19	Budget 30-12-19	Budget 30-01-20	Budget 30-02-20	Budget 30-03-20	Budget 30-04-20	Budget 30-05-20	Budget 30-06-20	Budget 30-07-20	Budget 30-08-20	Budget 30-09-20	Budget 30-10-20	Budget 30-11-20	Budget 30-12-20	Budget 30-01-21	Budget 30-02-21	Budget 30-03-21	Budget 30-04-21	Budget 30-05-21	Budget 30-06-21	Budget 30-07-21	Budget 30-08-21	Budget 30-09-21	Budget 30-10-21	Budget 30-11-21	Budget 30-12-21	Budget 30-01-22	Budget 30-02-22	Budget 30-03-22	Budget 30-04-22	Budget 30-05-22	Budget 30-06-22	Budget 30-07-22	Budget 30-08-22	Budget 30-09-22	Budget 30-10-22	Budget 30-11-22	Budget 30-12-22	Budget 30-01-23	Budget 30-02-23	Budget 30-03-23	Budget 30-04-23	Budget 30-05-23	Budget 30-06-23	Budget 30-07-23	Budget 30-08-23	Budget 30-09-23	Budget 30-10-23	Budget 30-11-23	Budget 30-12-23	Budget 30-01-24	Budget 30-02-24	Budget 30-03-24	Budget 30-04-24	Budget 30-05-24	Budget 30-06-24	Budget 30-07-24	Budget 30-08-24	Budget 30-09-24	Budget 30-10-24	Budget 30-11-24	Budget 30-12-24	Budget 30-01-25	Budget 30-02-25	Budget 30-03-25	Budget 30-04-25	Budget 30-05-25	Budget 30-06-25	Budget 30-07-25	Budget 30-08-25	Budget 30-09-25	Budget 30-10-25	Budget 30-11-25	Budget 30-12-25	Budget 30-01-26	Budget 30-02-26	Budget 30-03-26	Budget 30-04-26	Budget 30-05-26	Budget 30-06-26	Budget 30-07-26	Budget 30-08-26	Budget 30-09-26	Budget 30-10-26	Budget 30-11-26	Budget 30-12-26	Budget 30-01-27	Budget 30-02-27	Budget 30-03-27	Budget 30-04-27	Budget 30-05-27	Budget 30-06-27	Budget 30-07-27	Budget 30-08-27	Budget 30-09-27	Budget 30-10-27	Budget 30-11-27	Budget 30-12-27	Budget 30-01-28	Budget 30-02-28	Budget 30-03-28	Budget 30-04-28	Budget 30-05-28	Budget 30-06-28	Budget 30-07-28	Budget 30-08-28	Budget 30-09-28	Budget 30-10-28	Budget 30-11-28	Budget 30-12-28	Budget 30-01-29	Budget 30-02-29	Budget 30-03-29	Budget 30-04-29	Budget 30-05-29	Budget 30-06-29	Budget 30-07-29	Budget 30-08-29	Budget 30-09-29	Budget 30-10-29	Budget 30-11-29	Budget 30-12-29	Budget 30-01-30	Budget 30-02-30	Budget 30-03-30	Budget 30-04-30	Budget 30-05-30	Budget 30-06-30	Budget 30-07-30	Budget 30-08-30	Budget 30-09-30	Budget 30-10-30	Budget 30-11-30	Budget 30-12-30	Budget 30-01-31	Budget 30-02-31	Budget 30-03-31	Budget 30-04-31	Budget 30-05-31	Budget 30-06-31	Budget 30-07-31	Budget 30-08-31	Budget 30-09-31	Budget 30-10-31	Budget 30-11-31	Budget 30-12-31	Budget 30-01-32	Budget 30-02-32	Budget 30-03-32	Budget 30-04-32	Budget 30-05-32	Budget 30-06-32	Budget 30-07-32	Budget 30-08-32	Budget 30-09-32	Budget 30-10-32	Budget 30-11-32	Budget 30-12-32	Budget 30-01-33	Budget 30-02-33	Budget 30-03-33	Budget 30-04-33	Budget 30-05-33	Budget 30-06-33	Budget 30-07-33	Budget 30-08-33	Budget 30-09-33	Budget 30-10-33	Budget 30-11-33	Budget 30-12-33	Budget 30-01-34	Budget 30-02-34	Budget 30-03-34	Budget 30-04-34	Budget 30-05-34	Budget 30-06-34	Budget 30-07-34	Budget 30-08-34	Budget 30-09-34	Budget 30-10-34	Budget 30-11-34	Budget 30-12-34	Budget 30-01-35	Budget 30-02-35	Budget 30-03-35	Budget 30-04-35	Budget 30-05-35	Budget 30-06-35	Budget 30-07-35	Budget 30-08-35	Budget 30-09-35	Budget 30-10-35	Budget 30-11-35	Budget 30-12-35	Budget 30-01-36	Budget 30-02-36	Budget 30-03-36	Budget 30-04-36	Budget 30-05-36	Budget 30-06-36	Budget 30-07-36	Budget 30-08-36	Budget 30-09-36	Budget 30-10-36	Budget 30-11-36	Budget 30-12-36	Budget 30-01-37	Budget 30-02-37	Budget 30-03-37	Budget 30-04-37	Budget 30-05-37	Budget 30-06-37	Budget 30-07-37	Budget 30-08-37	Budget 30-09-37	Budget 30-10-37	Budget 30-11-37	Budget 30-12-37	Budget 30-01-38	Budget 30-02-38	Budget 30-03-38	Budget 30-04-38	Budget 30-05-38	Budget 30-06-38	Budget 30-07-38	Budget 30-08-38	Budget 30-09-38	Budget 30-10-38	Budget 30-11-38	Budget 30-12-38	Budget 30-01-39	Budget 30-02-39	Budget 30-03-39	Budget 30-04-39	Budget 30-05-39	Budget 30-06-39	Budget 30-07-39	Budget 30-08-39	Budget 30-09-39	Budget 30-10-39	Budget 30-11-39	Budget 30-12-39	Budget 30-01-40	Budget 30-02-40	Budget 30-03-40	Budget 30-04-40	Budget 30-05-40	Budget 30-06-40	Budget 30-07-40	Budget 30-08-40	Budget 30-09-40	Budget 30-10-40	Budget 30-11-40	Budget 30-12-40	Budget 30-01-41	Budget 30-02-41	Budget 30-03-41	Budget 30-04-41	Budget 30-05-41	Budget 30-06-41	Budget 30-07-41	Budget 30-08-41	Budget 30-09-41	Budget 30-10-41	Budget 30-11-41	Budget 30-12-41	Budget 30-01-42	Budget 30-02-42	Budget 30-03-42	Budget 30-04-42	Budget 30-05-42	Budget 30-06-42	Budget 30-07-42	Budget 30-08-42	Budget 30-09-42	Budget 30-10-42	Budget 30-11-42	Budget 30-12-42	Budget 30-01-43	Budget 30-02-43	Budget 30-03-43	Budget 30-04-43	Budget 30-05-43	Budget 30-06-43	Budget 30-07-43	Budget 30-08-43	Budget 30-09-43	Budget 30-10-43	Budget 30-11-43	Budget 30-12-43	Budget 30-01-44	Budget 30-02-44	Budget 30-03-44	Budget 30-04-44	Budget 30-05-44	Budget 30-06-44	Budget 30-07-44	Budget 30-08-44	Budget 30-09-44	Budget 30-10-44	Budget 30-11-44	Budget 30-12-44	Budget 30-01-45	Budget 30-02-45	Budget 30-03-45	Budget 30-04-45	Budget 30-05-45	Budget 30-06-45	Budget 30-07-45	Budget 30-08-45	Budget 30-09-45	Budget 30-10-45	Budget 30-11-45	Budget 30-12-45	Budget 30-01-46	Budget 30-02-46	Budget 30-03-46	Budget 30-04-46	Budget 30-05-46	Budget 30-06-46	Budget 30-07-46	Budget 30-08-46	Budget 30-09-46	Budget 30-10-46	Budget 30-11-46	Budget 30-12-46	Budget 30-01-47	Budget 30-02-47	Budget 30-03-47	Budget 30-04-47	Budget 30-05-47	Budget 30-06-47	Budget 30-07-47	Budget 30-08-47	Budget 30-09-47	Budget 30-10-47	Budget 30-11-47	Budget 30-12-47	Budget 30-01-48	Budget 30-02-48	Budget 30-03-48	Budget 30-04-48	Budget 30-05-48	Budget 30-06-48	Budget 30-07-48	Budget 30-08-48	Budget 30-09-48	Budget 30-10-48	Budget 30-11-48	Budget 30-12-48	Budget 30-01-49	Budget 30-02-49	Budget 30-03-49	Budget 30-04-49	Budget 30-05-49	Budget 30-06-49	Budget 30-07-49	Budget 30-08-49	Budget 30-09-49	Budget 30-10-49	Budget 30-11-49	Budget 30-12-49	Budget 30-01-50	Budget 30-02-50	Budget 30-03-50	Budget 30-04-50	Budget 30-05-50	Budget 30-06-50	Budget 30-07-50	Budget 30-08-50	Budget 30-09-50	Budget 30-10-50	Budget 30-11-50	Budget 30-12-50	Budget 30-01-51	Budget 30-02-51	Budget 30-03-51	Budget 30-04-51	Budget 30-05-51	Budget 30-06-51	Budget 30-07-51	Budget 30-08-51	Budget 30-09-51	Budget 30-10-51	Budget 30-11-51	Budget 30-12-51	Budget 30-01-52	Budget 30-02-52	Budget 30-03-52	Budget 30-04-52	Budget 30-05-52	Budget 30-06-52	Budget 30-07-52	Budget 30-08-52	Budget 30-09-52	Budget 30-10-52	Budget 30-11-52	Budget 30-12-52	Budget 30-01-53	Budget 30-02-53	Budget 30-03-53	Budget 30-04-53	Budget 30-05-53	Budget 30-06-53	Budget 30-07-53	Budget 30-08-53	Budget 30-09-53	Budget 30-10-53	Budget 30-11-53	Budget 30-12-53	Budget 30-01-54	Budget 30-02-54	Budget 30-03-54	Budget 30-04-54	Budget 30-05-54	Budget 30-06-54	Budget 30-07-54	Budget 30-08-54	Budget 30-09-54	Budget 30-10-54	Budget 30-11-54	Budget 30-12-54	Budget 30-01-55	Budget 30-02-55	Budget 30-03-55	Budget 30-04-55	Budget 30-05-55	Budget 30-06

Direct Cost of Lend estimated by DRE as follows: Ingleside \$1,125,000; Portola \$1,125,000; Visitation Valley \$1,350,000.

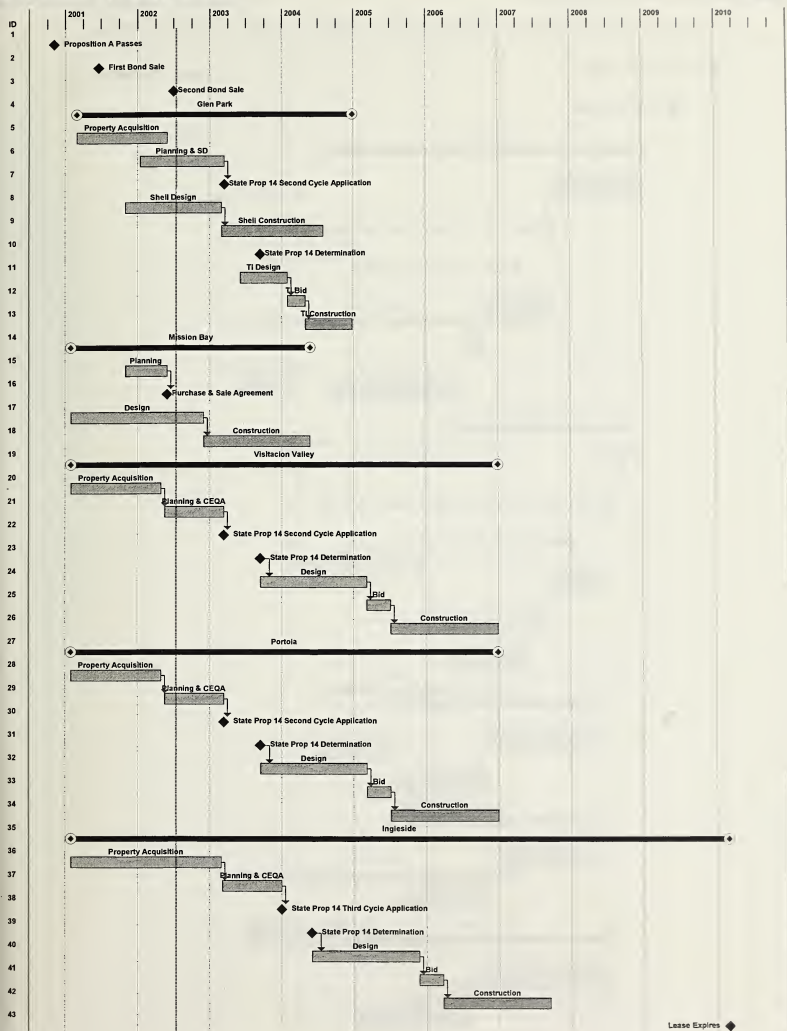
Remainder represents estimated costs for relocation benefits, appraisal fees, real estate staff time, city attorney costs, Phase 1 & 2 studies, ALTA surveys, closing costs, demolition, remedial network

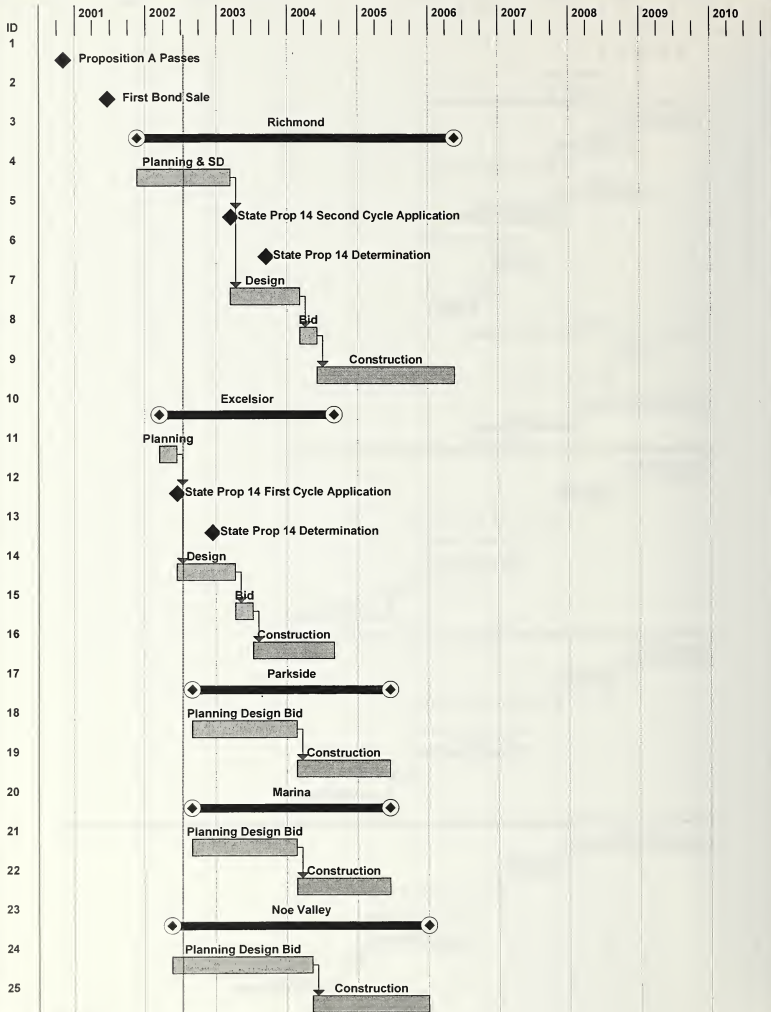
Earthquake Safety Program funds remaining for Branch Libraries

Private donations from Friends & Foundation

NEW CONSTRUCTION DETAILED SCHEDULE

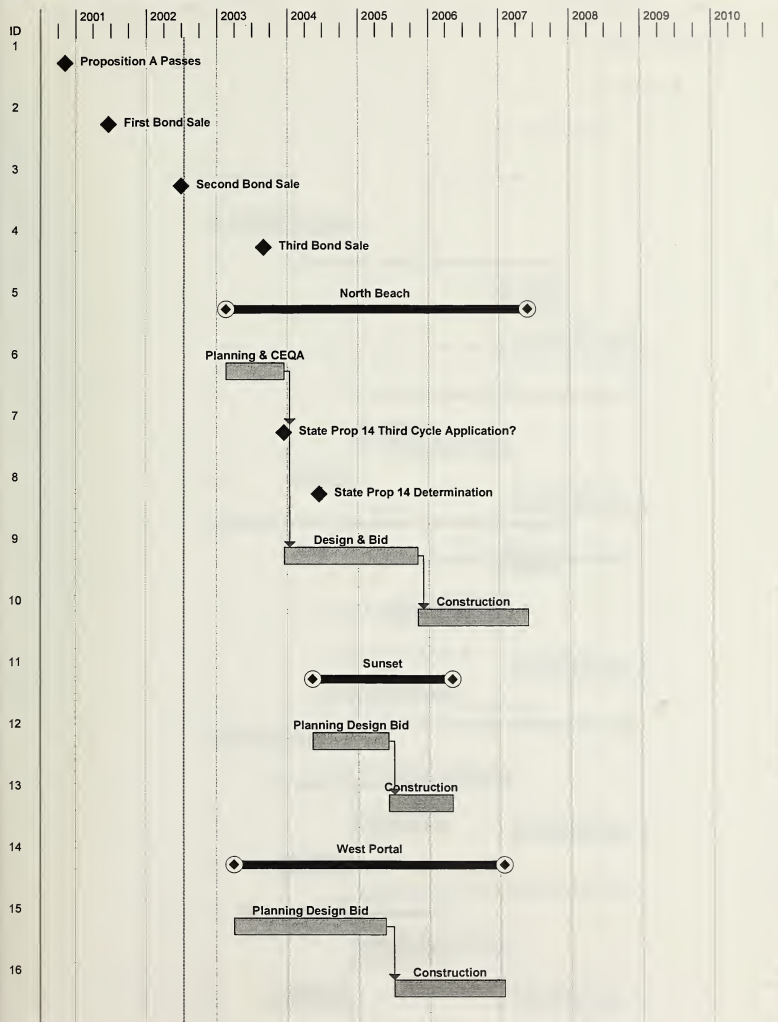
06-20-02





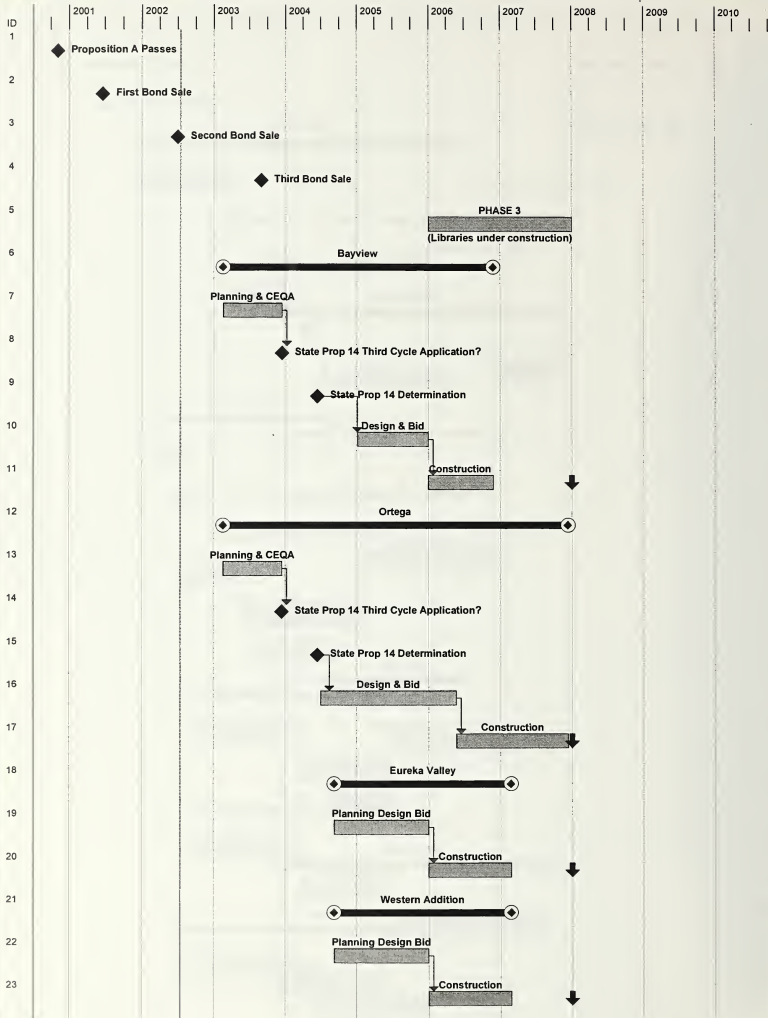
PHASE 2 DETAILED SCHEDULE

06-20-02



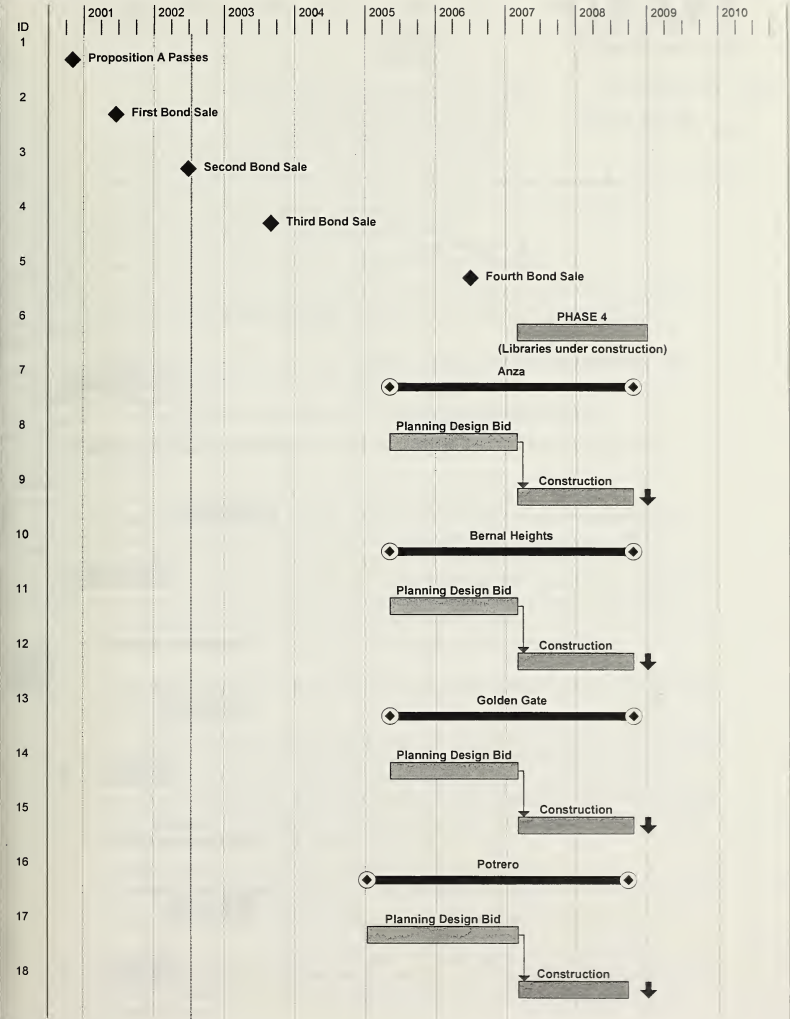
PHASE 3 DETAILED SCHEDULE

06-20-02



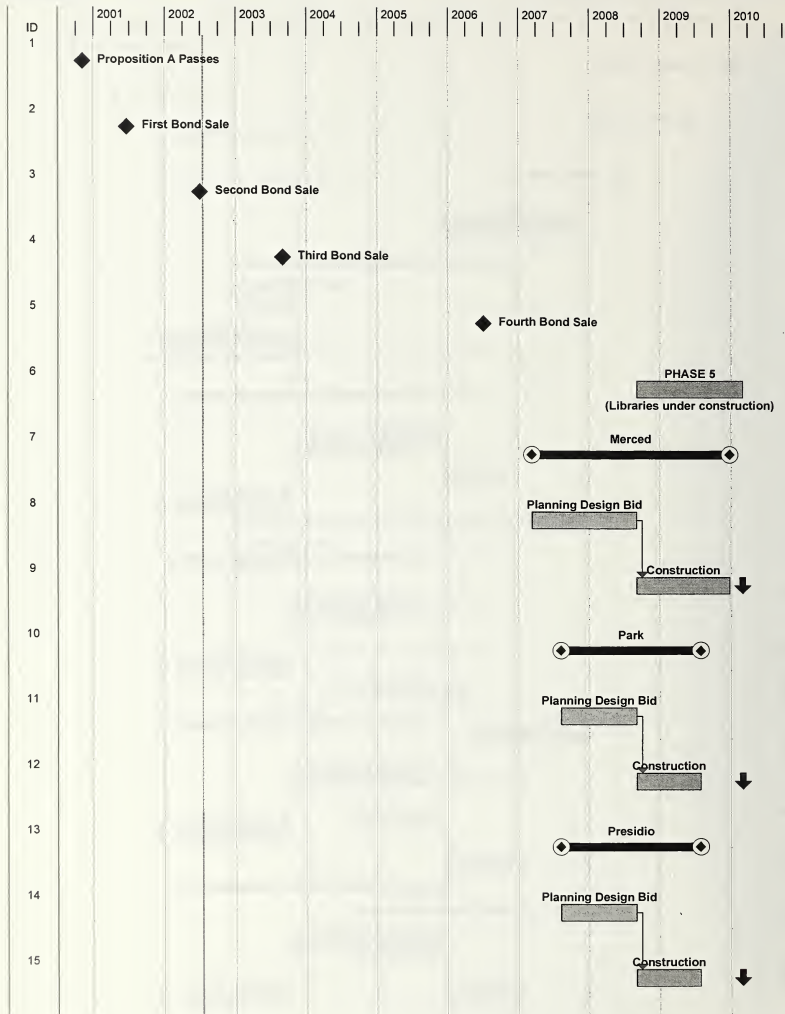
PHASE 4 DETAILED SCHEDULE

06-20-02



PHASE 5 DETAILED SCHEDULE

06-20-0



DRAFT



San Francisco Public Library Commission

100 Larkin Street, San Francisco, CA 94102

Phone 415-557-4233, Fax 415-557-4240

DOCUMENTS DEPT.

JUL 31 2002

SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the meeting of Thursday, July 18, 2002.

The San Francisco Public Library Commission held a regular meeting on Thursday, July 18, 2002 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:05PM by President Higuera.

The following members were noted present: Commissioners Bautista, Coulter, Higuera, Streets, and Strobin. Vice President Steiman and Commissioner Chin were excused attendance.

President Higuera welcomed newly appointed Commissioner Deborah Strobin to the Library Commission.

AGENDA ITEM #1 APPROVAL OF THE JUNE 20, 2002 MINUTES

Public comment on AGENDA ITEM #1 APPROVAL OF THE JUNE 20, 2002 MINUTES

An anonymous member of the public commented on the lack of availability of draft Minutes, the requirements of the law regarding posting of Minutes, about an Immediate Disclosure Request for copies of draft Minutes that they had made, and indicated dissatisfaction with the Library's response. Mr. Peter Warfield expressed concern that the draft Minutes had not been available, had not been included in the mailed agenda packet, and noted that requested copies of tapes of Commission meetings had not been made available. Mr. Warfield urged that the Commission not approve the draft Minutes because of perceived deficiencies in the reporting of discussion of some agenda items.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE JUNE 20, 2002 MINUTES

The Commission Secretary reported that due to unexpected health problems there had been a delay in preparing the Minutes of the June meetings. The Secretary noted that the June 20th Draft Minutes had just been completed and therefore could not have been mailed. He further reported that every effort was being made to make copies of draft Minutes available as soon as they could be prepared. President Higuera continued approval of the draft June 20th Minutes to a Commission August meeting.

AGENDA ITEM #2 190 - 9th STREET LETTER OF INTENT

(Explanatory document: background memo-Support Services Building, Department of Public Works letter)

Deputy City Librarian Paul Underwood presented a detailed overview of the current

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Willie L. Brown, Jr.
Mayor

Charles A. Higuera, A.L.A.
President

Carol Steiman
Vice President

Helen Marte Bautista

Lonnie K. Chin

Steven A. Coulter

Fran A. Streets

Deborah Strobin

Commissioners

Susan Hildreth

City Librarian

Michael Housh
Commission Secretary



situation with the Library's Technical Service Department, the POE (Post Occupancy Evaluation) Report's recommendations that the department be relocated, about the funding that was included in Prop. A, (Branch Library Bond 2000) for that purpose, and the Library's recent efforts to identify and propose acquisition of a building for its Support Services Center. The Deputy City Librarian briefly discussed the Library's unsuccessful effort to acquire 945 Bryant Street for this purpose, but noted that 190- 9th Street was in many ways a much superior option. Mr. Underwood described the building as a three story, 45,000 sq. ft recently remodeled and updated structure nearly ideally suited for use by the Library's Technical Services Department and located very near the Main Library.

The Deputy City Librarian then referred to a memorandum from Mr. Phil Sowers, Bureau of Architecture, Department of Public Works whose letter provided the Commissioners with a detailed evaluation and description of 190 -9th Street. Mr. Sowers reported that in his opinion this was very well suited for Technical Services. Mr. Underwood noted that: the building was about a seven minute walk from the Main Library and was served by the same transit connections; that no elevator would be needed to process arriving materials; that the building was fully renovated and optimally wired; that the 3rd floor space offered room for future expansion; that the price was within the budget; that there were off-street parking spaces available, that the cost to build a loading dock was estimated at \$50,000 to \$100,000 and that Tech Services staff had visited the building and liked it.

Public comment on AGENDA ITEM #2 190 – 9th STREET LETTER OF INTENT

An anonymous member of the public commented that they had neither reviewed nor visited this building but that it seemed to be a better location than 945 Bryant Street in a number of respects. This individual observed that the main flaw of this proposal was lack of a detailed cost benefit analysis of both what the building was really worth and how much it would cost to operate. Mr. Peter Warfield expressed concern that the Commission would take action on this proposal without having time to consider it. Mr. Warfield noted that while this might be a better building there were unanswered questions concerning the amount of money available in the bond for this purpose and the amount of space needed. Mr. Warfield suggested that the Commissioners postpone making a decision on this matter until they had more time to review it.

Commission comment on AGENDA ITEM #2 190 – 9th STREET LETTER OF INTENT

President Higuera commented that the issues about finding a new location for Technical Services had been extensively discussed since the Commission had received the POE (Post Occupancy Evaluation) Report and that it would be wise of the Commission to take advantage of the current commercial real estate market to get the best value for the funds available. President Higuera noted that this action simple authorized the Department of Real Estate to enter into serious negotiations with the property owner and that the Commission would have an opportunity to fully review and discuss the final deal before

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

recommending its approval to the Board of Supervisors. In response to questions by Commissioner Streets, Mr. Marc McDonald, Director of the Department of Real Estate outlined the extensive process that his Department would undertake to make sure that the Library obtained the best possible negotiated arrangement to acquire this building. Mr. McDonald reported that the drafting of a purchase and sale agreement would be done by the City Attorney's office. Should the agreement be acceptable to the Library Commissioners, it then would be recommended to the Board of Supervisors and the Mayor for their approval. Commissioner Coulter observed that the Technical Services back of house areas had never been an ideal use for space in the Main Library, noted that Brooks Hall was effectively off the table as an option with the Library retaining some rights to its use, and inquired concerning the costs of operating Technical Services in the new building as compared to the current costs in the Main Library. Commissioner Coulter noted that he was happy that Tech Services staff favored the new location. Commissioner Bautista remarked that this was only a Letter of Intent and that if the building proved unsuitable the Library could continue to look elsewhere.

MOTION: by Commissioner Bautista, seconded by Commissioner Coulter for approval of the Letter of Intent requesting the Department of Real Estate to enter into negotiations for the acquisition of 190 – Ninth Street as the location for the Library Support Services Center.

ACTION: AYE 5-0 (Bautista, Coulter, Higuera, Streets, and Strobino)

AGENDA ITEM #3 GLEN PARK MARKET PLACE UPDATE

Deputy City Librarian Paul Underwood provided the Commissioners with a report on the issues and some community concerns related to the Glen Park Market Place development. The Deputy City Librarian introduced Mr. Gary Pike, a Glen Park resident with concerns about the project for a short presentation of those concerns. Then Mr. Underwood introduced Mr. Bruce Bonacker, Glen Park Merchants Association/Glen Park Association, for a response in support of the Glen Park Market Place project as proposed.

Public comment on AGENDA ITEM #3 GLEN PARK MARKET PLACE UPDATE

An anonymous member of the public commented that despite extensive public process the issues raised by Mr. Pike should have raised the Commission's concerns, suggesting that the Commission was only informed about what was going on by inference, and that these were serious issues in a highly impacted neighborhood. Mr. Thomas J remarked that too much being done to accommodate cars, called for re-evaluation of the need for parking, and found the market and library project good for the neighborhood. He urged not to allow concerns about parking to impede the project. Mr. Dan Tuttle on behalf of himself and his wife noted that while they were original supporters of the project that the Commission should allow more time for the community to resolve the concerns of many neighborhood residents with the loss of existing parking. Mr. Ric Lopez, a neighborhood merchant and original

The number of members of the public who spoke anonymously at this meeting. 1

supporter of the project informed the Commissioners that other merchants were also unhappy with the loss of parking and questioned the project's support by the Glen Park Merchants Association which he noted had not met in more than two years. Mr. Lopez recommended that the Commission reconsider the project as currently proposed. Ms. Ann Bostrow, a Glen Park neighbor, expressed strong support for the project noting that she felt that a very small group of people were trying to derail the project in an effort to try to address significant neighborhood congestion problems that the community needed to come together to resolve. Mr. Jay Espy spoke on behalf of himself and his wife, expressed concern that the project as planned would significantly alter the small community character of the neighborhood and would set a precedent for other detrimental development. Mr. Espy suggested that community support for the project had been misrepresented and urged the Library Commission to revisit its part in the project. Ms. Miriam Moss, a retired teacher and longtime Glen Park resident, objected to the location of the library on the 2nd floor of the project and found the overall project oversized. Ms. Moss felt that this location diminished the importance of the library and served only to benefit the profit motive of the developer. Ms. Moss also indicated that she believed that the community and merchant support for the project was overstated. Ms. Susan Peterson expressed support for the grocery, the larger housing units, and the new library but recommended that the developer seek a compromise noting that the library should be the center of the community in a building that blends harmoniously with the existing village. Ms. Irene Derby fully supported the Glen Park Market Place project as proposed and noted that the project enjoyed wide support in the neighborhood. Ms. Derby noted that San Francisco is a compact city with limited space and that the new larger branch library would attract more use being located with the grocery. She also noted that the library should not be responsible for resolving the existing neighborhood parking problems and that local merchants should provide their own parking. Carrie Helser commented: that Transit First advocates did not live in the real world; that that many people, the elderly and disabled, needed their cars and access to parking; that congestion would keep people from patronizing neighborhood businesses; that the city provides parking in other neighborhoods; and urged the Commission to reconsider the project. Ms. Karen Bailey, Glen Park resident and regular library user, expressed concern that the new location might not be safe for those walking, especially children, given there heavy traffic in the area. Ms. Zoanne Nordstrom, Glen Park Association, noted that she had fought hard to keep the existing branch and was thrilled at the prospect of the new larger branch with much larger patronage. Ms. Nordstrom regretted that the library had become involved in the neighborhood parking issue, noting that this was the best possible site. Ms. Nordstrom then outlined going neighborhood discussions with BART and the City to address parking issues and noted that there would not be any additional public parking available whether or not the library was located there. Mr. Peter Warfield commented that this project had very serious problems and that the Commission must keep details of the project in its hands. Mr. Warfield remarked that he was very concerned about the condo arrangement and asked the Library Commission to reconsider

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

the project. Ms. Elizabeth Hughes, longtime Glen Park resident, recalled the previous businesses located on the proposed site and noted the increasingly dangerous situation with traffic on Bosworth and loss of parking in the Glen Park neighborhood. Mr. Mark Zinky, a Glen Park resident, commented that the plans submitted to the Planning Department were incomplete and that the project may have to re-notify its neighbors. Mr. Zinky observed that a majority of residents were opposed to the project and that the Library Commission should wait until the Planning Department had made its decision before going forward.

Commission comment on AGENDA ITEM #3 GLEN PARK MARKET PLACE UPDATE

Commissioner Coulter noted that it was good to have various views on this project presented to the Commission, and noted that perhaps the Commissioners may have been oversold on the popularity of this project in the community. Commissioner Coulter remarked that it sometimes takes time for neighbors to become aware of what is proposed and to realize the full implications of its impact on the neighborhood. He expressed regret that Vice President Steiman was unable to participate in this discussion given her strong concerns about this branch library. Commissioner Coulter requested that staff provide the Commissioners with information about: the nature of the grocer's contract or lease; a statement from the grocer concerning the store's parking needs; and a detailed cost analysis of the cost of providing parking as planned in earlier versions of the project. Commissioner Coulter noted that parking issues were a part of life and suggested that the Commission, having approved participation in the project, communicate neighborhood concerns to the Planning Department. Commissioner Bautista recalled the extensive series of community meetings held to discuss this project and commented that the Library had been glad to find this site and that parking concerns had not been part of the picture. Commissioner Bautista observed that this issue had been out in the community for a year and that it was not the duty of, or within the jurisdiction of the Library Commission to go to the Planning Commission. Commissioner Bautista commented that if there were concerns with parking and housing that they should be taken to the Planning Commission and the Board of Supervisors, and that the Library Commission should remain focused on its role of providing space for a branch public library. In response to Commissioners' questions, the Deputy City Librarian reported that the library project was within the height limits and that if there were any questions, they appeared related to the housing element. Commissioner Streets observed that as the community had offered its comments, the Commission would have to consider its response. President Higuera commented that the community really wanted a new larger branch library, that there was great difficulty in getting an appropriate location, that there were no other good sites available, and that the parking issues already existed in Glen Park. President Higuera additionally noted that land use and building design regulations

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

were not within the Library Commission's role, but the Commissioners should try to respond to community concerns. President Higuera suggested that he could send a letter encouraging the appropriate agencies to give these concerns their full attention. President Higuera noted that the granting of variances was the prerogative of the Planning Commission. Commissioner Coulter thought that sending a letter was a good idea as the Library was a part of this project that had an impact on the community and that perhaps the Library's involvement had been an element in encouraging approval of the proposal. In response to comments by Commissioner Bautista, Deputy City Attorney Catharine Barnes reported that the Library as an element in the building had limited responsibilities for the other parts of the project, but that it was the developer's responsibility to obtain the required planning and environmental reviews. The Deputy City Attorney reminded the Commissioners that this was a discussion item not an action item. President Higuera thanked the community members for bringing their concerns to the Commission.

AGENDA ITEM #4 BOND PROGRAM MANAGERS REPORT

(Explanatory documents: Bond Program budget and schedule documents)

Branch Bond Program Manager Marilyn Thompson began her report by introducing Deputy City Attorney George Wong for an informational presentation on public sector construction contracting. Mr. Wong provided the Commissioners with an abbreviated version of his extensive presentation on how public bodies could effectively manage and control costs during the construction of their projects. Mr. Wong identified as key requirement: having accurate plans and specifications for the project; maintaining tight scheduling provisions with a clear baseline schedule; keeping abreast of updated schedules and not waiving schedule updates, and ultimately withholding progress payments if unsatisfied with contractor performance. The Deputy City Attorney noted that changes will occur but that it was critical to keep control of contract delays by tight schedule control and seeking liquidated damages if a contractor caused delays. Mr. Wong emphasized the importance of not understating damages amounts. The Deputy City Attorney then discussed the benefits of having pre-qualified contractors to limit risk before contracts are bid, getting strict performance bonds to insure contractor compliance or the bonding company will pay, and watching for false claims by contractors. Mr. Wong recommended tough standards on contractors to give the Commission leverage over its projects, to insist on audit rights to see contractor's actual records, and pursue damages if false claims are discovered. Mr. Wong suggested putting strong language in the contracts and then enforcing them.

Ms. Thompson followed this presentation with the regular reports, noting no changes in the Bond Program Budget since her last report. The Bond Program Manager informed the Commissioners of a planned \$23.3 million bond sale in September. Ms. Thompson then reported that there had been no changes in the program schedule since those reported in June. The Bond Program Manager next updated the Commissioners on ongoing active projects highlighting current activities at the Glen Park, Mission Bay, Portola, Ingleside, Visitation Valley, Richmond, Excelsior, Noe Valley, Marina, and Parkside Branch Libraries.

The number of members of the public who spoke anonymously at this meeting. 1

The Bond Program Manager then updated the Commissioners concerning upcoming meetings sponsored by or participated in by the Library related to Branch Library Bond program activities, including the next Bond Program Advisory Committee meeting on August 14, a Richmond Branch meeting on August 29th, and a Noe Valley Branch planning meeting on September 21st. Ms. Thompson informed the Commissioners that the Bond Program Website was up and running and that the 2nd edition of the Bond Program newsletter was available. The Bond Program Manager concluded her report noting there would be no special report this month.

Public comment on AGENDA ITEM #4 BOND PROGRAM MANAGERS REPORT

An anonymous member of the public commenting on the informational presentation noted that people were surprised when one defended one's legal rights and that many people assume that a political solution to a situation supercedes legal rights. This anonymous member of the public recalled that the Library had successfully pursued legal action in resolving disputes concerning the building of the Main Library and had collected damages from its architects. The person urged the Library Commission to continue to defend its legal rights. Ms. Sue Cauthen, Council of Neighborhood Libraries, commenting on the Glen Park project noted that with the best of intentions needed input can be overlooked, and suggested that the Council should be more actively involved in making sure that all of the appropriate neighborhood groups are contacted and involved.

Commission comment on AGENDA ITEM #4 BOND PROGRAM MANAGERS REPORT

In response to questions by President Higuera, Deputy City Attorney Wong discussed the reluctance of City departments in the past to pursue legal remedies for contract problems suggesting that a lack of staffing, staff training, and expertise were a major part of this problem. Mr. Wong reported that recently better training of city staff and better project managers had reduced the scale of these problems. In response to President Higuera's questions concerning pre-qualification of contractors, Mr. Wong reported that this is done mainly on larger scale projects. Mr. Wong additionally informed President Higuera that the City had in fact successfully pursued and won damages for false claims by contractors. Mr. Wong informed Commissioner Streets concerning the state requirements for performance bonds and noted that Payment and Performance Bonds were sold together and were widely available.

President Higuera called a brief recess at 6:18PM.
The Commission returned to session at 6:30PM.

AGENDA ITEM #5 BLIP (Branch Library Improvement Bond Program Advisory Committee) REPORT

No report offered.

The number of members of the public who spoke anonymously at this meeting. 1

AGENDA ITEM #6 PUBLIC COMMENT

An anonymous member of the public welcomed the new Commissioner with a continuation of previous commentary on what they termed the “verandah factor” a concept that they had learned of after watching a film about “Lightening” Hopkins wherein a convict on a prison farm is given an opportunity to perform for the governor, who discovering his innocence frees him. The anonymous member of the public suggested that this could be seen as nice people like the governor, up on his verandah above ordinary people, making wise decisions. This person observed that instead, considering the Library’s unavailable tape recordings and the lack of minutes, angry citizens were given lies and abuse. Mr. Peter Warfield welcomed the new Commissioner. Mr. Warfield, while noting that the Commission Secretary was back on the job, criticized the Library for not meeting its legal responsibilities when staff were not available and suggested that back up was necessary. Mr. Warfield additionally commented that the Library was using patrons as guinea pigs in developing its new online systems citing many problems with even basic searches.

AGENDA ITEM #7 ADJOURNMENT

Commissioner Strobin remarked that she looked forward to learning more about the Library and being helpful in its service.

MOTION: Commissioner Coulter, seconded by Commissioner Bautista that the meeting be adjourned

Public comment on Agenda item #10 ADJOURNMENT

None offered

ACTION: AYE 5-0 (Bautista, Coulter, Higuera, Streets, and Strobin)

The meeting was adjourned at 6:38PM.

Michael Housh, Commission Secretary 7/29/02

Minutes of the regular Commission Meeting of July 18, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1



San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

TO: Library Commission

FROM: Paul Underwood *Paul Underwood*
Deputy City Librarian

SUBJECT: Support Services Building

DATE: July 18, 2002

Background

The current location of Technical Services and some other indirect public services is on the first floor of the Main Library. The Post Occupancy Evaluation (P.O.E.) recommended that Technical Services, and other indirect public services, be relocated to another facility to make room for renovating existing back-of-house first floor space to be used for direct public service. The first floor is prime real estate and was recognized in the POE as offering a significant correction to the public's access to materials. In 2000, Cy Silver & Associates, a library facilities planning consultant, evaluated the current and future needs of several non-public services now located on the first floor. That report recommended that 23,000 gross square feet should be dedicated to meet the long term needs of those services.

Proposition A, passed in November 2000, included \$8.6 million for either a partial retrofit of Brooks Hall to serve as the location for these support services, or development of a facility to house these support services. Earlier this year, the City determined that Brooks Hall should not be upgraded for this purpose or any other purpose. This decision, along with the collapse of the dot.com industry, allowed Library Administration to focus on the purchase of a building to serve as the Support Services Center.

At the May 21st meeting of the Library Commission, Library Administration recommended moving forward with a property located at 945 Bryant Street. The Commission approved requesting the Department of Real Estate to enter into negotiations for the acquisition of 945 Bryant Street as the location for the Support Services Building. Subsequent to that direction, negotiations proceeded. However, we have not reached agreement on a sales price on 945 Bryant Street.

Recommendation

Staff is recommending that the Commission approve authorizing a Letter of Intent to purchase 190 Ninth Street. The facility is located between Mission and Howard Streets, on the northwest corner. The space is on three floors, totaling 45,000 square feet (*See page 4 for photo*). Philip Sowers, Bureau of Architecture, has done a preliminary evaluation of the building (*see attached memorandum*) and states that "the building is very well suited for the use of the Technical Services Department."

Key points regarding 190 Ninth Street

- It is a better building than 945 Bryant.
- The building is three blocks from the Main Library – about a seven minute walk.
- Employees will still arrive at the Civic Center transit stations for BART and MUNI.
- No elevator needed for materials to reach their first point of activity. Simply unload from truck and wheel in to Receiving for unpacking and sorting.
- The building was renovated and upgraded in 2000 and is technologically fully wired and seismically reinforced.
- Square footage size allows for evaluation of space of the third floor (14,500 sf) for storage, or relocation of additional services out of the Main Library, or short term use by another City department.
- Attainable within the budget allocated of approximately \$8.5 million for acquisition.
- There is some off-street parking available for library use.
- Existing furniture is available at a nominal price.

Other Buildings Evaluated

As with 190 Ninth Street, a group comprised of representatives from Library Administration and staff from the support services functions that would be relocated visited all buildings.

Criteria for selection included:

- Adequate functional space for support services
- Potential for locating additional library services
- Within budget -- \$8.6 million
- Location – public transit access, distance from the Main Library, safety, public amenities

945 Bryant Street

41,000 square feet on three floors. At the time library staff toured 945 Bryant, the Department of Human Services was already in negotiation with the property owner for a long-term lease. Therefore, the Library Department withdrew consideration of this property. However, on May 15, 2002, the Department of Human Services was forced to

withdraw from completed negotiations due to pending budget reductions announced on behalf of the Governor's Office. Negotiations have not been successful.

680 2nd Street

61,554 square feet on five floors. Complex proposal with a land lease with 96 years remaining at \$250,000 yearly. Asking price was above amount budgeted for purchase and also was for purchase of building only, not land. Poorly designed for off-loading trucks. Every delivery would require the use of an elevator to arrive at first destination.

840 Brannon

48,826 square feet on two floors. New construction delivered in shell condition. Cost significantly above amount budgeted for purchase. Second floor space not reasonable to house the library's functions. Other issues included location and size of elevator, and heating/ventilating.

570 Townsend

24,000 square feet on one floor. Low quality of construction. Concrete pad floor uneven from original space to later addition made to building. Not viable.

540 9th Street

42,346 square feet on two floors. Sloping concrete first floor, floor uneven, off loading of deliveries problematic, poor quality of construction. Not viable.

1501 Mariposa

54,171 square feet on four floors. Issues include lack of adequate public transportation, distance from the Main Library, one elevator, every delivery would require the use of an elevator to arrive at first destination.

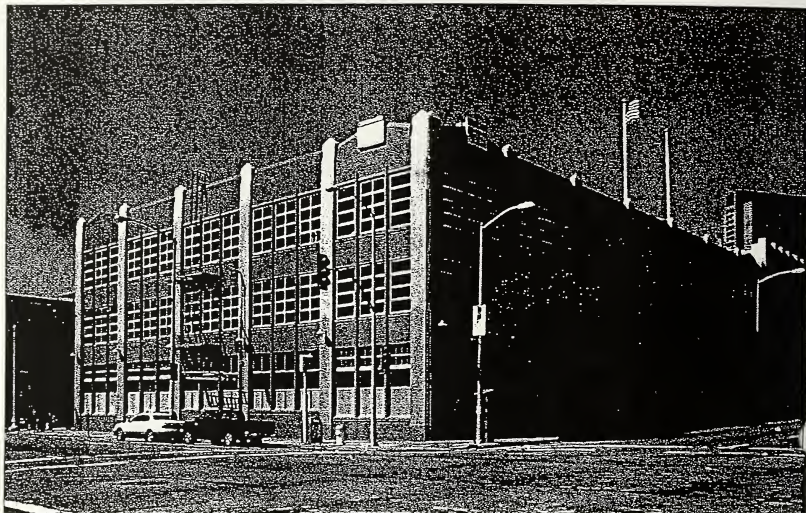
1667 Market

34,000 square feet on two floors. Close to Main Library a plus. Second floor space not reasonable to house the library's functions. Other issues included location and size of elevator, and heating/ventilating.

1475 Mission

26,000 square feet on one floor, 20,000 sf on one level with a mezzanine of 5,500 sf. Includes entire 7th floor of 7-story building. Close to Main Library a plus. Every delivery would require the use of an elevator to arrive at first destination. A separate lobby entrance uniquely for the 7th floor is off Mission Street. A standard freight elevator is dedicated to be an express elevator to the 7th floor. Therefore, this space is independent of the uses of the other 6 floors.

190 9TH ST
SAN FRANCISCO, CA 94103



Location: @ Howard Street
Submarket: South of Market
Block & Lt: -
Type: Office
Class: B

Status: Existing 1929, Renov Jan 2000
Stories: 3
RBA: 45,000sf
Land Area: 17,000sf
Typical Flr: 15,000sf

Owner: 9th & Howard, LLC
Developer: -
Architect: -
Management: Colliers International



Willie Lewis Brown, Jr., Mayor
Edwin M. Lee, Director



(415) 557-4700
FAX (415) 557-4701
<http://www.sfdpw.com>

Department of Public Works
Bureau of Architecture
30 Van Ness Avenue, Suite 4100
San Francisco, CA 94102-6028

Mark Dorian, Interim Bureau Manager

July 11, 2002

Ms. Susan Hildreth
City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Subject: 190 Ninth Street

Dear Ms. Hildreth:

At your request I visited the three-story building at 190 Ninth Street along with a group of Library staff to help evaluate its suitability for use by the Library Technical Services Department.

The building is constructed of poured-in-place concrete. The first floor is a concrete slab on grade with the exception a 400 square foot area over a basement, and the upper two floors are flat concrete slabs supported by concrete columns. The columns have conical capitals, which are typical for buildings that are designed for heavy floor loads. The building was probably designed to be able to support greater loads than required for general office use, but the actual load-carrying capacity should be checked by a structural engineer if stacks are to be located on the upper floors.

The building has been recently renovated to a very high standard. The renovation included seismic bracing and the replacement of the mechanical and electrical systems. Indirect pendant-mounted fluorescent lighting fixtures supply general illumination and individually controlled fixtures at each workstation provide task lighting. All ducts and wiring conduits are exposed at the ceiling. The building is fully wired for computers and has a suspended grid of wiring trays on each floor to allow for ease of changing and upgrading the communications and data systems. The windows have operable vents and are fitted with roll-down sunshades.

The building appears to meet the current California Title 24 and ADA accessibility requirements. The main entrance and the elevator are accessible and there are accessible toilets for men and women on each floor. One feature that is not in compliance with ADA is a built-in display case on the first floor that has walls that lean outward at the top and project into the path of travel more than 4 inches at 80 inches above the floor. This deficiency could be remedied by removing the case or by installing railings to prevent persons from getting too near to the case.

Each floor consists of office areas surrounding a central service core that contains the elevator and main stair, a copy room and conference rooms. The first floor has an enclosed break room and each of the other floors has a kitchenette area within the open office area. Windows are located on the North, East and south sides of the building. Reception areas are located on the North side of each floor and private offices are spread out along a portion of each of the sides that have windows.

The first floor is divided into areas for two tenants, but could be easily adapted for the Library's use by removing gypsum board partitions or installing additional doors. Partitions in the open office areas of each tenant's space consist of semi-exposed steel studs covered with plywood panels. The workstations on the first floor are site built from plywood and solid-core doors. They are sturdy and large but might not function well for tech services. Since the workstations and plywood partitions were not designed to be easily reconfigured, they may prove to be of little value to the Library.

The building does not presently have a loading dock. It does have a row of parking spaces along the alley at the rear of the building and it was reported that former dock was removed when the building was renovated. A loading dock for smaller trucks or vans could be created by replacing a window that opens to the alley with a door. There is room in the existing parking area for these vehicles to park perpendicular to the building for unloading without blocking the alley. If a dock that accommodates larger trucks is desired, a covered platform could be constructed extending into the parking area to allow the trucks to be positioned parallel to the building for unloading. Depending upon the type of loading dock that is required, the cost of modifications to the building could range from \$50,000 to \$100,000.

The second and third floors are furnished with high quality systems furniture workstations that are quite large. The workstations could be utilized as they are or reconfigured to suit the needs of the library.

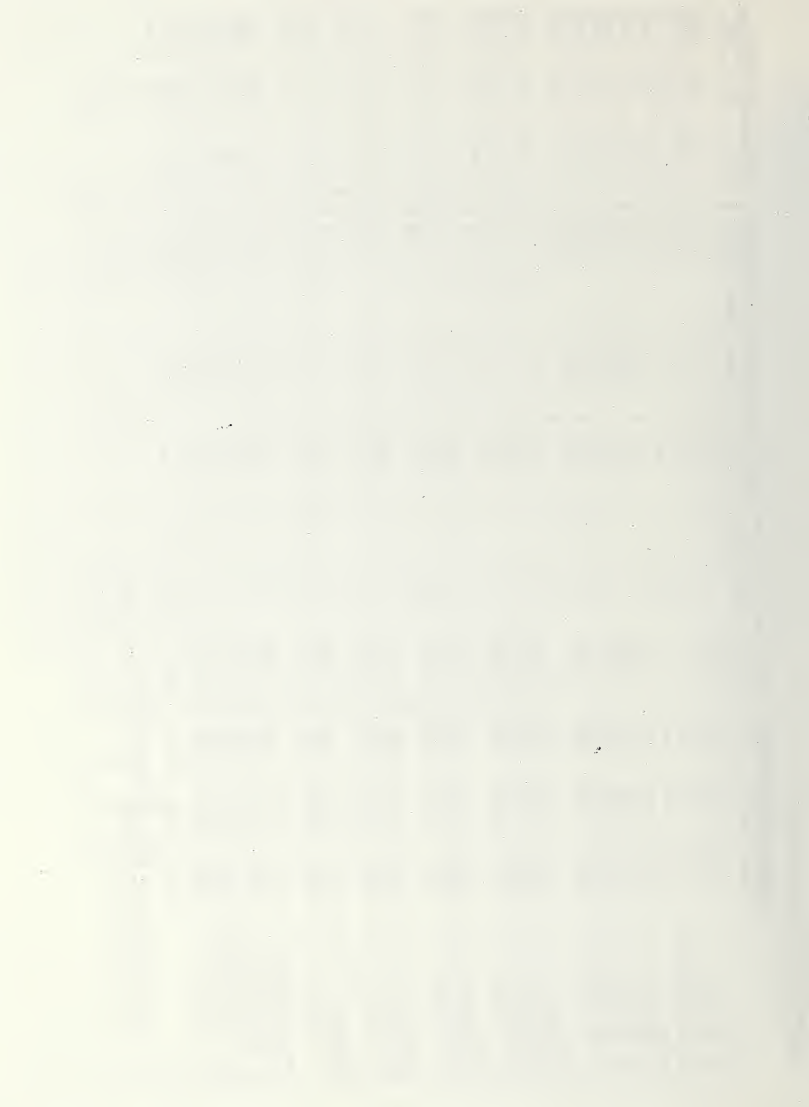
The spaces in the building could easily accommodate the space requirements of the department as delineated in the program prepared by Cy Silver & Assoc. with very little renovation. The floors are large enough to allow efficient organization of the work areas and there is an abundance of natural light and ventilation. The building itself is conveniently located both to the Main Library and to public transportation.

Based upon my visit to the site and a quick review of the program for the department, I think that the building is very well suited for the use of the Technical Services Department and that the department could move in with a minimum of expense for renovation of the spaces.

Sincerely,

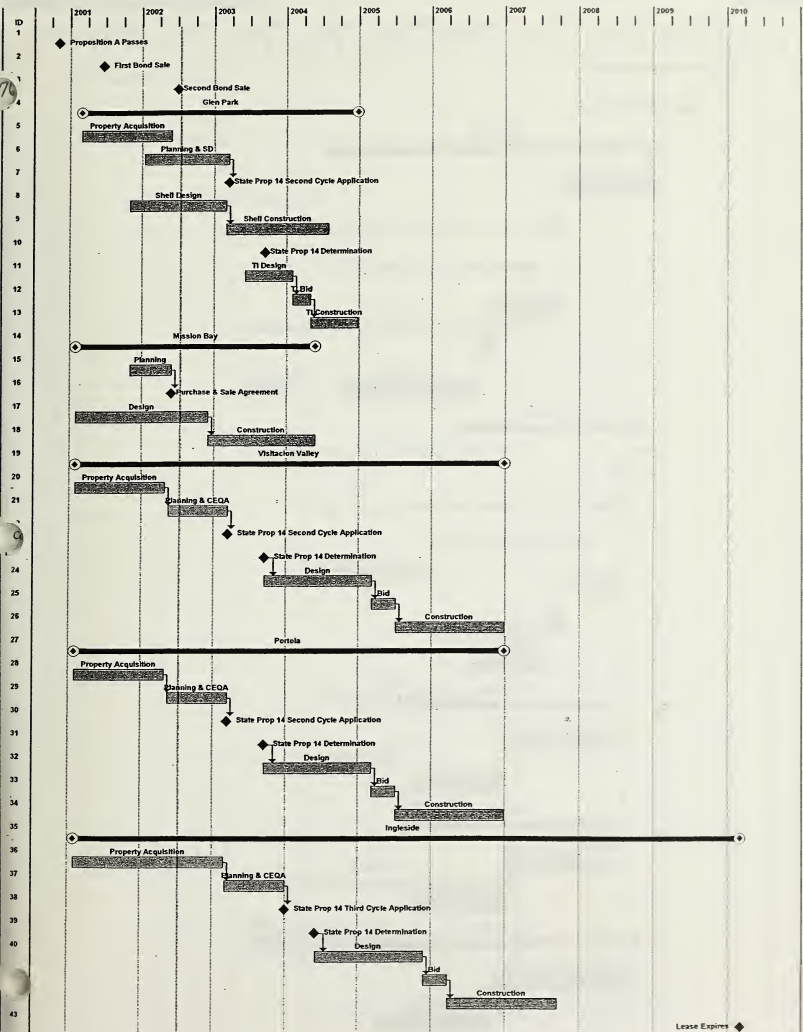


Philip Sowers
Senior Architect



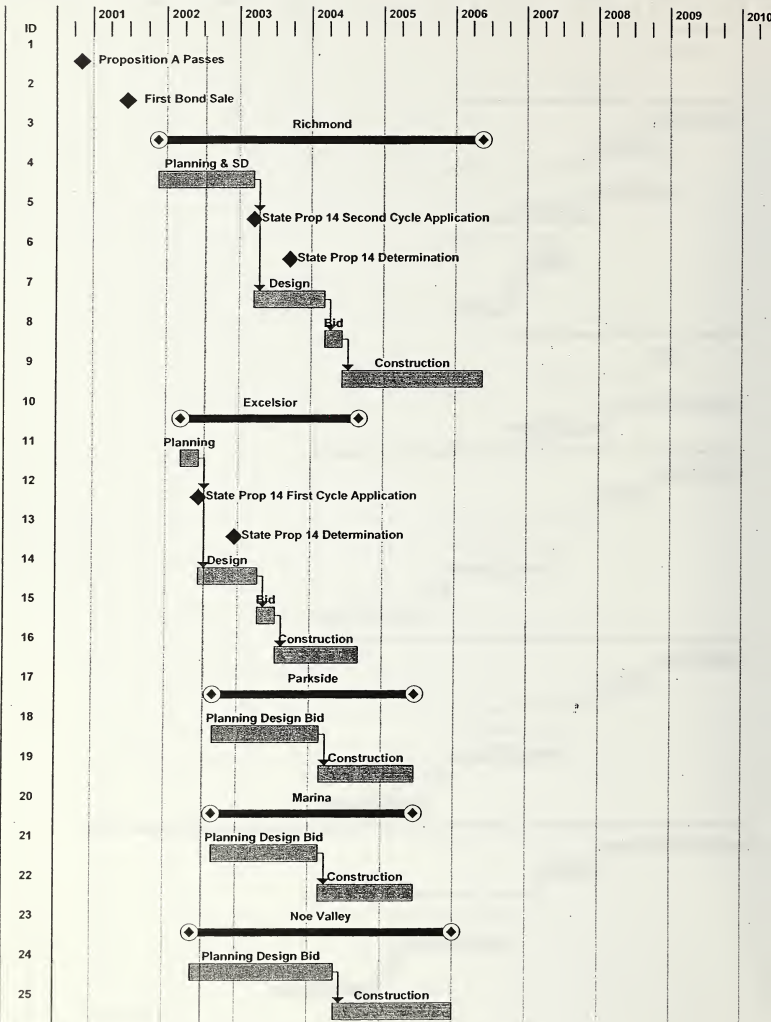
NEW CONSTRUCTION DETAILED SCHEDULE

06-20-02



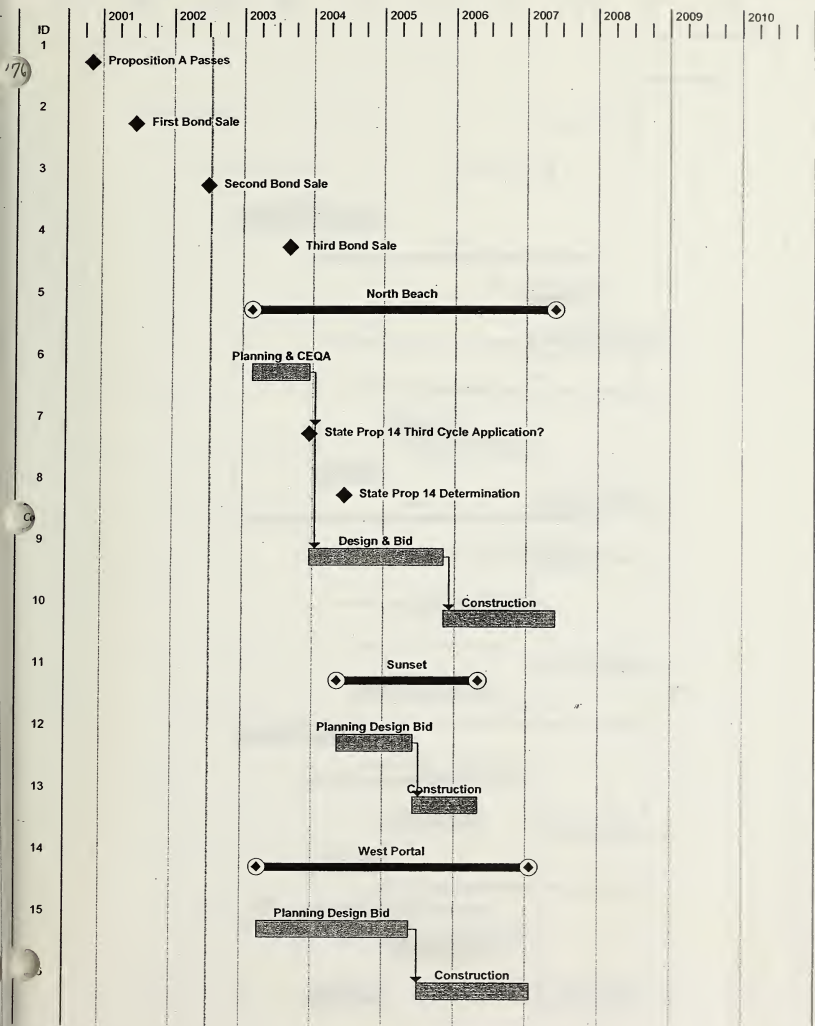
PHASE 1 DETAILED SCHEDULE

06-



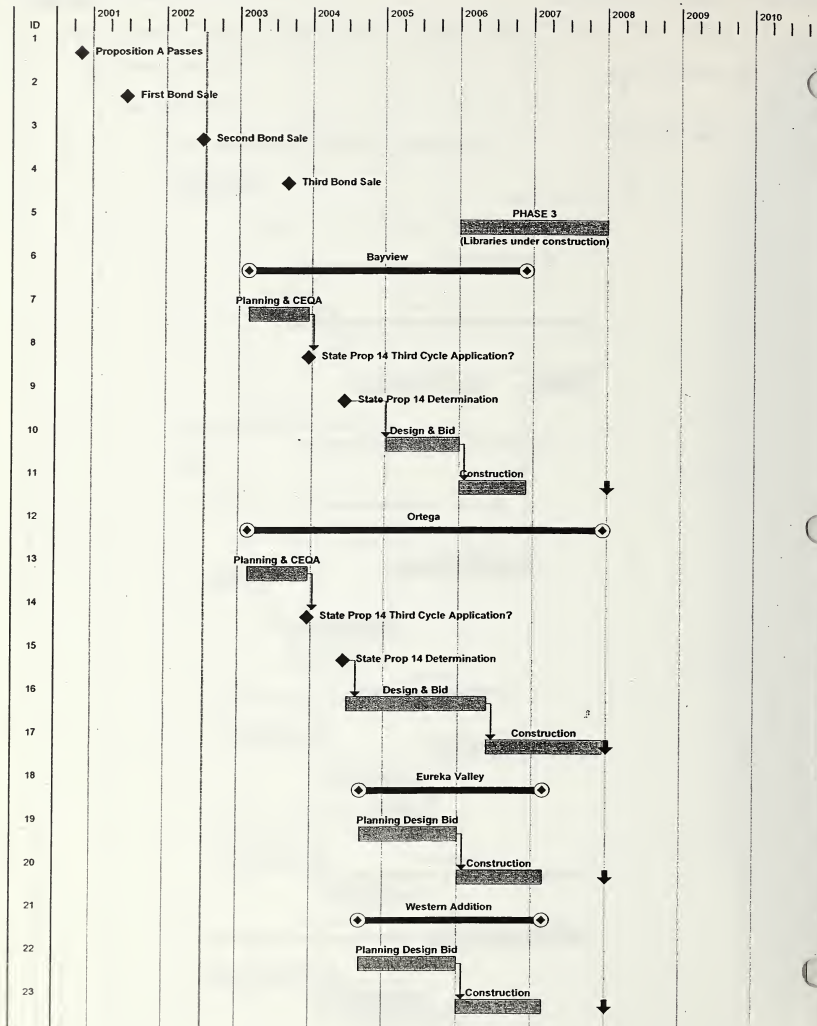
PHASE 2 DETAILED SCHEDULE

06-20-02



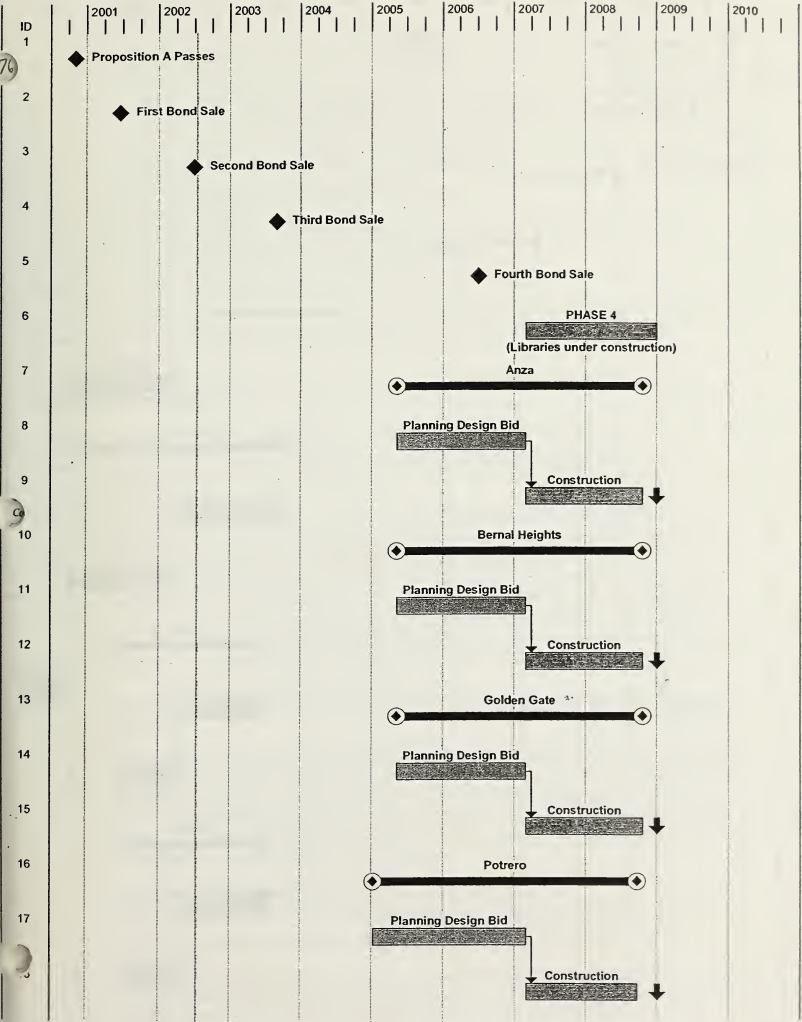
PHASE 3 DETAILED SCHEDULE

06-20-02



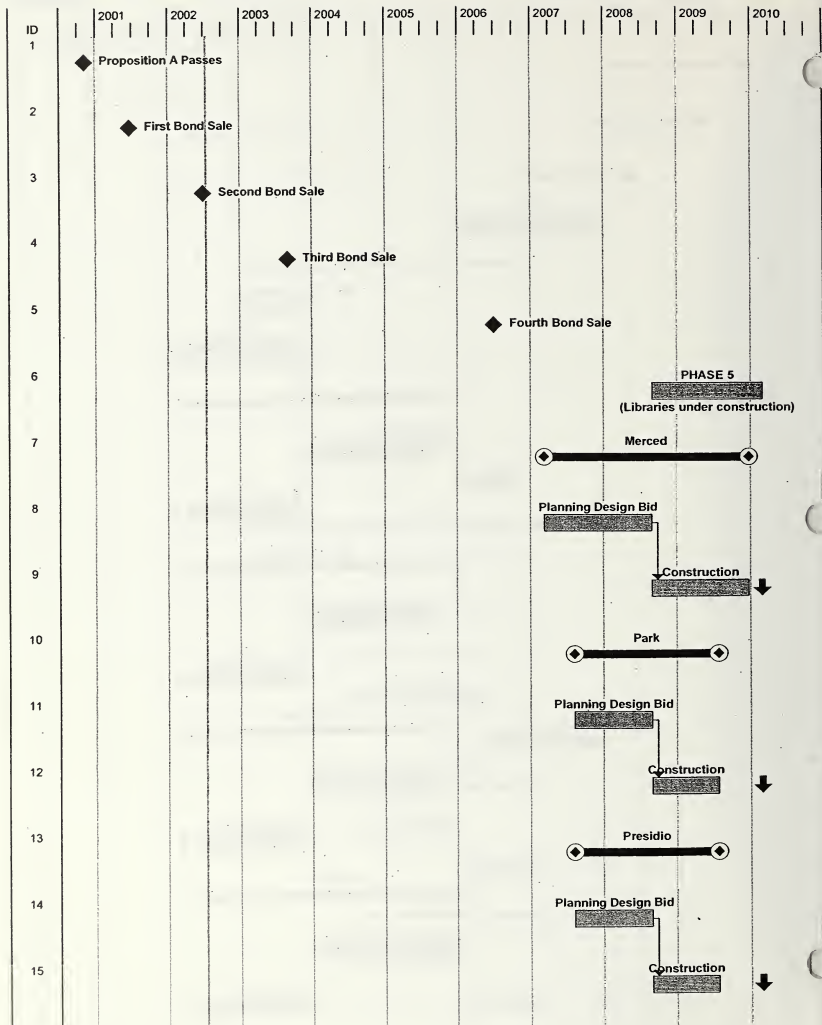
PHASE 4 DETAILED SCHEDULE

06-20-02



PHASE 5 DETAILED SCHEDULE

06-20-02





San Francisco Public Library Commission

100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.

AUG 19 2002

SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the meeting of Thursday, July 18, 2002.

(As approved August 15, 2002)

The San Francisco Public Library Commission held a regular meeting on Thursday, July 18, 2002 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:05PM by President Higuera.

The following members were noted present: Commissioners Bautista, Coulter, Higuera, Streets, and Strobin. Vice President Steiman and Commissioner Chin were excused attendance

President Higuera welcomed newly appointed Commissioner Deborah Strobin to the Library Commission.

AGENDA ITEM #1 APPROVAL OF THE JUNE 20, 2002 MINUTES

Public comment on AGENDA ITEM #1 APPROVAL OF THE JUNE 20, 2002 MINUTES

An anonymous member of the public commented on the lack of availability of draft Minutes, the requirements of the law regarding posting of Minutes, about an Immediate Disclosure Request for copies of draft minutes that they had made, and indicated dissatisfaction with the Library's response. Mr. Peter Warfield expressed concern that the draft Minutes had not been available, had not been included in the mailed agenda packet, and noted that requested copies of tapes of Commission meetings had not been made available. Mr. Warfield urged that the Commission not approve the draft Minutes because of perceived deficiencies in the reporting of discussion of some agenda items.

Commission comment on AGENDA ITEM #1 APPROVAL OF THE JUNE 20, 2002 MINUTES

The Commission Secretary reported that due to unexpected health problems there had been a delay in preparing the Minutes of the June meetings. The Secretary noted that the June 20th Draft Minutes had just been completed and therefore could not have been mailed. He further reported that every effort was being made to make copies of draft minutes available as soon as they could be prepared. President Higuera continued approval of the draft June 20th Minutes to a Commission August meeting.

AGENDA ITEM #2 190 - 9th STREET LETTER OF INTENT

(Explanatory document: background memo-Support Services Building, Department of Public Works letter)

Deputy City Librarian Paul Underwood presented a detailed overview of the current

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

Willie L. Brown, Jr.
Mayor

Charles A. Higuera, A.L.S.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary



situation with the Library's Technical Service Department, the POE (Post Occupancy Evaluation) Report's recommendations that the department be relocated, about the funding that was included in Prop. A, (Branch Library Bond 2000) for that purpose, and the Library's recent efforts to identify and propose acquisition of a building for its Support Services Center. The Deputy City Librarian briefly discussed the Library's unsuccessful effort to acquire 945 Bryant Street for this purpose, but noted that 190- 9th Street was in many ways a much superior option. Mr. Underwood described the building as a three story, 45,000 sq. ft recently remodeled and updated structure nearly ideally suited for use by the Library's Technical Services Department and located very near the Main Library.

The Deputy City Librarian then referred to a memorandum from Mr. Phil Sowers, Bureau of Architecture, Department of Public Works whose letter provided the Commissioners with a detailed evaluation and description of 190-9th Street. Mr. Sowers reported that in his opinion this was very well suited for Technical Services. Mr. Underwood noted that: the building was about a seven minute walk from the Main Library and was served by the same transit connections; that no elevator would be needed to process arriving materials; that the building was fully renovated and optimally wired; that the 3rd floor space offer room for future expansion; that the price was within the budget; that there were off-street parking spaces available, that the cost to build a loading dock was estimated at \$50,000 to \$100,000 and that Tech Services staff had visited the building and liked it.

Public comment on AGENDA ITEM #2 190 – 9th STREET LETTER OF INTENT

An anonymous member of the public commented that they had neither reviewed nor visited this building but that it seemed to be a better location than 945 Bryant Street in a number of respects. This individual observed that the main flaw of this proposal was lack of a detailed cost benefit analysis of both what the building was really worth and how much it would cost to operate. Mr. Peter Warfield expressed concern that the Commission would take action on this proposal without having time to consider it. Mr. Warfield noted that while this might be a better building there were unanswered questions concerning the amount of money available in the bond for this purpose and the amount of space needed. Mr. Warfield suggested that the Commissioners postpone making a decision on this matter until they had more time to review it.

Commission comment on AGENDA ITEM #2 190 – 9th STREET LETTER OF INTENT

President Higuera commented that the issues about finding a new location for Technical Services had been extensively discussed since the Commission had received the POE (Post Occupancy Evaluation) Report and that it would be wise of the Commission to take advantage of the current commercial real estate market to get the best value for the funds available. President Higuera noted that this action simple authorized the Department of Real Estate to enter into serious negotiations with the property owner and that the Commission would have an opportunity to fully review and discuss the final deal before

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

76
recommending its approval to the Board of Supervisors. In response to questions by Commissioner Streets, Mr. Marc McDonald, Director of the Department of Real Estate outlined the extensive process that his Department would undertake to make sure that the Library obtained the best possible negotiated arrangement to acquire this building. Mr. McDonald reported that the negotiated agreement would be prepared in outline for approval by the Commission and the drafting of a purchase and sale agreement by the City Attorney's office. Should the agreement be acceptable to the Library Commissioners, it then would be recommended to the Board of Supervisors and the Mayor for their approval. Commissioner Coulter observed that the technical Services back of house areas had never been an ideal use for space in the Main Library, noted that Brooks Hall was effectively off the table as an option with the Library retaining some rights to its use, and inquired concerning the costs of operating Technical Services in the new building as compared to the current costs in the Main Library. Commissioner Coulter noted that he was happy that Tech Services staff favored the new location. Commissioner Bautista remarked that this was only a Letter of Intent and that if the building proved unsuitable the Library could continue to look elsewhere.

MOTION: by Commissioner Bautista, seconded by Commissioner Coulter for approval of the Letter of Intent requesting the Department of Real Estate to enter into negotiations for the acquisition of 190 – Ninth Street as the location for the Library Support Services Center.

ACTION: AYE 5-0 (Bautista, Coulter, Higuera, Streets, and Strobin)

Co
AGENDA ITEM #3 GLEN PARK MARKET PLACE UPDATE

Deputy City Librarian Paul Underwood provided the Commissioners with a report on the issues and some community concerns related to the Glen Park Market Place development. The Deputy City Librarian introduced Mr. Gary Pike, a Glen Park resident with concerns about the project for a short presentation of those concerns. Then Mr. Underwood introduced Mr. Bruce Bonacker, Glen Park Merchants Association/Glen Park Association, for a response in support of the Glen Park Market Place project as proposed.

Public comment on AGENDA ITEM #3 GLEN PARK MARKET PLACE UPDATE

An anonymous member of the public commented that despite extensive public process the issues raised by Mr. Pike should have raised the Commission's concerns, suggesting that the Commission was only informed about what was going on by inference, and that these were serious issues in a highly impacted neighborhood. Mr. Thomas J remarked that too much being done to accommodate cars, called for re-evaluation of the need for parking, and found the market and library project good for the neighborhood. He urged not to allow concerns about parking to impede the project. Mr. Dan Tuttle on behalf of himself and his wife noted that while they were original supporters of the project that the Commission should allow more time for the community to resolve the concerns of many neighborhood residents with the loss of existing parking. Mr. Ric Lopez, a neighborhood merchant and original

The number of members of the public who spoke anonymously at this meeting. 1

supporter of the project informed the Commissioners that other merchants were also unhappy with the loss of parking and questioned the project's support by the Glen Park Merchants Association which he noted had not met in more than two years. Mr. Lopez recommended that the Commission reconsider the project as currently proposed. Ms. Ann Bostrow, a Glen Park neighbor, expressed strong support for the project noting that she felt that a very small group of people were trying to derail the project in an effort to try to address significant neighborhood congestion problems that the community needed to come together to resolve. Mr. Jay Espy spoke on behalf of himself and his wife, expressed concern that the project as planned would significantly alter the small community character of the neighborhood and would set a precedent for other detrimental development. Mr. Espy suggested that community support for the project had been misrepresented and urged the Library Commission to revisit its part in the project. Ms. Miriam Moss, a retired teacher and longtime Glen Park resident, objected to the location of the library on the 2nd floor of the project and found the overall project oversized. Ms. Moss felt that this location diminished the importance of the library and served only to benefit the profit motive of the developer. Ms. Moss also indicated that she believed that the community and merchant support for the project was overstated. Ms. Susan Peterson expressed support for the grocery, the larger housing units, and the new library but recommended that the developer seek a compromise noting that the library should be the center of the community in a building the blends harmoniously with the existing village. Ms. Irene Derby fully supported the Glen Park Market Place project as proposed and noted that the project enjoyed wide support in the neighborhood. Ms. Derby noted that San Francisco is a compact city with limited space and that the new larger branch library would attract more use being located with the grocery. She also noted that the library should not be responsible for resolving the existing neighborhood parking problems and that local merchants should provide their own parking. Carrie Helser commented: that Transit First advocates did not live in the real world; that that many people, the elderly and disabled, needed their cars and access to parking; that congestion would keep people from patronizing neighborhood businesses; that the city provides parking in other neighborhoods; and urged the Commission to reconsider the project. Ms. Karen Bailey, Glen Park resident and regular library user, expressed concern that the new location might not be safe for those walking, especially children, given there heavy traffic in the area. Ms. Zoanne Nordstrom, Glen Park Association, noted that she had fought hard to keep the existing branch and was thrilled at the prospect of the new larger branch with much larger patronage. Ms. Nordstrom regretted that the library had become involved in the neighborhood parking issue, noting that this was the best possible site. Ms. Nordstrom then outlined going neighborhood discussions with BART and the City to address parking issues and noted that there would not be any additional public parking available whether or not the library was located there. Mr. Peter Warfield commented that this project had very serious problems and that the Commission must keep details of the project in its hands. Mr. Warfield remarked that he was very concerned about the condo arrangement and asked the Library Commission to reconsider

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

76
the project. Ms. Elizabeth Hughes, longtime Glen Park resident, recalled the previous businesses located on the proposed site and noted the increasingly dangerous situation with traffic on Bosworth and loss of parking in the Glen Park neighborhood. Mr. Mark Zinky, a Glen Park resident, commented that the plans submitted to the planning Department were incomplete and that the project may have to re-notify its neighbors. Mr. Zinky observed that a majority of residents were opposed to the project and that the Library Commission should wait until then Planning Department had made its decision before going forward.

Commission comment on AGENDA ITEM #3 GLEN PARK MARKET PLACE UPDATE

Commissioner Coulter noted that it was good to have various views on this project presented to the Commission, and noted that perhaps the Commissioners may have been oversold on the popularity of this project in the community. Commissioner Coulter remarked that it sometimes takes time for neighbors to become aware of what is proposed and to realize the full implications of its impact on the neighborhood. He expressed regret that Vice President Steiman was unable to participate in this discussion given her strong concerns about this branch library. Commissioner Coulter requested that staff provide the Commissioners with information about: the nature of the grocer's contract or lease; a statement from the grocer concerning the store's parking needs; and a detailed cost analysis of the cost of providing parking as planned in earlier versions of the project. Commissioner Coulter noted that parking issues were a part of life and suggested that the Commission, having approved participation in the project, communicate neighborhood concerns to the Planning Department. Commissioner Bautista recalled the extensive series of community meetings held to discuss this project and commented that the Library had been glad to find this site and that parking concerns had not been part of the picture. Commissioner Bautista observed that this issue had been out in the community for a year and that it was not the duty of, or within the jurisdiction of the Library Commission to go to the Planning Commission. Commissioner Bautista commented that if there were concerns with parking and housing that they should be taken to the Planning Commission and the Board of Supervisors, and that the Library Commission should remain focused on its role of providing space for a branch public library. In response to Commissioners' questions, the Deputy City Librarian reported that the library project was within the height limits and that if there were any questions, they appeared related to the housing element. Commissioner Streets observed that as the community had offered its comments, the Commission would have to consider its response. President Higuera commented that the community really wanted a new larger branch library, that there was great difficulty in getting an appropriate location, that there were no other good sites available, and that the parking issues already existed in Glen Park. President Higuera additionally noted that land use and building design regulations were not within the Library Commission's role,

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

but the Commissioners should try to respond to community concerns. President Higuera suggested that he could send a letter encouraging the appropriate agencies to give these concerns their full attention. President Higuera noted that the granting of variances was the prerogative of the Planning Commission. Commissioner Coulter thought that sending a letter was a good idea as the library was a part of this project that had an impact on the community and that perhaps the library's involvement had been an element in encouraging approval of the proposal. In response to comments by Commissioner Bautista, Deputy City Attorney Catharine Barnes reported that the Library as an element in the building had limited responsibilities for the other parts of the project, but that it was the developer's responsibility to obtain the required Planning and environmental reviews. The Deputy City Attorney reminded the Commissioners that this was a discussion item not an action item. President Higuera thanked the community members for bringing their concerns to the Commission.

AGENDA ITEM #4 BOND PROGRAM MANAGERS REPORT

(Explanatory documents: Bond Program budget and schedule documents)

Branch Bond Program Manager Marilyn Thompson began her report by introducing Deputy City Attorney George Wong for an informational presentation on public sector construction contracting. Mr. Wong provided the Commissioners with an abbreviated version of his extensive presentation on how public bodies could effectively manage and control costs during the construction of their projects. Mr. Wong identified as key requirement: having accurate plans and specifications for the project; maintaining tight scheduling provisions with a clear baseline schedule; keeping abreast of updated schedules and not waiving schedule updates, and ultimately withholding progress payments if unsatisfied with contractor performance. The Deputy City Attorney noted that changes will occur but that it was critical to keep control of contract delays by tight schedule control and seeking liquidated damages if a contractor caused delays. Mr. Wong emphasized the importance of not understating damages amounts. The Deputy City Attorney then discussed the benefits of having pre-qualified contractors to limit risk before contracts are bid, getting strict performance bonds to insure contractor compliance or the bonding company will pay, and watching for false claims by contractors. Mr. Wong recommended tough standards on contractors to give the Commission leverage over its projects, to insist on audit rights to see contractor's actual records, and pursue damages if false claims are discovered. Mr. Wong suggested putting strong language in the contracts and then enforcing them.

Ms. Thompson followed this presentation with the regular reports, noting no changes in the Bond Program Budget since her last report. The Bond Program Manager informed the Commissioners of a planned \$23.3 million bond sale in September. Ms. Thompson then reported that there had been no changes in the program schedule since those reported in June. The Bond Program Manager next updated the Commissioners on ongoing active projects highlighting current activities at the Glen Park, Mission Bay, Portola, Ingleside, Visitation Valley, Richmond, Excelsior, Noe Valley, Marina, and Parkside Branch Libraries.

The number of members of the public who spoke anonymously at this meeting. 1

76
The Bond Program Manager then updated the Commissioners concerning upcoming meetings sponsored by or participated in by the Library related to Branch Library Bond program activities, including the next Bond Program Advisory Committee meeting on August 14, a Richmond Branch meeting on August 29th, and a Noe Valley Branch planning meeting on September 21st. Ms. Thompson informed the Commissioners that the Bond Program Website was up and running and that the 2nd edition of the Bond Program newsletter was available. The Bond Program Manager concluded her report noting there would be no special report this month.

Public comment on AGENDA ITEM #4 BOND PROGRAM MANAGERS REPORT

An anonymous member of the public commenting on the informational presentation noted that people were surprised when one defended one's legal rights and that many people assume that a political solution to a situation supercedes legal rights. This anonymous member of the public recalled that the Library had successfully pursued legal action in resolving disputes concerning the building of the Main Library and had collected damages from its architects. The person urged the Library Commission to continue to defend its legal rights. Ms. Sue Cauthen, Council of Neighborhood Libraries, commenting on the Glen Park project noted that with the best of intentions needed input can be overlooked, and suggested that the Council should be more actively involved in making sure that all of the appropriate neighborhood groups are contacted and involved.

Commission comment on AGENDA ITEM #4 BOND PROGRAM MANAGERS REPORT

Ca
In response to questions by President Higuera, Deputy City Attorney Wong discussed the reluctance of city departments in the past to pursue legal remedies for contract problems suggesting that a lack of staffing, staff training, and expertise were a major part of this problem. Mr. Wong reported that recently better training of city staff and better project managers had reduced the scale of these problems. In response to President Higuera's questions concerning pre-qualification of contractors, Mr. Wong reported that this is done mainly on larger scale projects. Mr. Wong additionally informed President Higuera that the city had in fact successfully pursued and won damages for false claims by contractors. Mr. Wong informed Commissioner Streets concerning the state requirements for performance bonds and noted that Payment and Performance Bonds were sold together and were widely available.

President Higuera called a brief recess at 6:18PM.
The Commission returned to session at 6:30PM.

AGENDA ITEM #5 BLIP (Branch Library Improvement Bond Program Advisory Committee) REPORT

No report offered.

The number of members of the public who spoke anonymously at this meeting. 1

AGENDA ITEM #6 PUBLIC COMMENT

An anonymous member of the public welcomed the new Commissioner with a continuation of previous commentary on what they termed the “verandah factor” a concept that they had learned of after watching a film about “Lightening” Hopkins wherein a convict on a prison farm is given an opportunity to perform for the governor, who discovering his innocence frees him. The anonymous member of the public suggested that this could be seen as nice people like the governor, up on his verandah above ordinary people, making wise decisions. This person observed that instead, considering the Library’s unavailable tape recordings and the lack of minutes, angry citizens were given lies and abuse. Mr. Peter Warfield welcomed the new Commissioner. Mr. Warfield, while noting that the Commission Secretary was back on the job, criticized the Library for not meeting its legal responsibilities when staff were not available and suggested that back up was necessary. Mr. Warfield additionally commented that the Library was using patrons as guinea pigs in developing its new online systems citing many problems with even basic searches.

AGENDA ITEM #7 ADJOURNMENT

Commissioner Strobin remarked that she looked forward to learning more about the Library and being helpful in its service.

MOTION: Commissioner Coulter, seconded by Commissioner Bautista that the meeting be adjourned

Public comment on Agenda item #10 ADJOURNMENT

None offered

ACTION: AYE 5-0 (Bautista, Coulter, Higuera, Streets, and Strobin)

The meeting was adjourned at 6:38PM.

Michael Housh, Commission Secretary 8/16/02

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, July 18, 2002

Item 1:

Approval of the minutes of June 20, 2002

“As is my custom I will outline the plethora of illegalities that brings us to this point.

The minutes under discussion were not available until ten minutes ago and you have violated a number of laws to accomplish that.

The agenda that are sent out should have explanatory documents attached.

There is a requirement that draft minutes be available within ten working days.

I made a document request for the draft minutes. None of these were complied with.

Curiously, the draft minutes show a preparation date of June 24.

The contempt for the public, the contempt for the law and the contempt for your own procedures is palpable.”

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, July 18, 2002

Item 2:

Letter of Intent – 190 - 9th Street

“I have not had a chance to review this proposal or visit the building.

This proposal avoids my main criticism of 945 Bryant, that it is not at gridlock central during the afternoon rush hour. The one-way street is coming this way, so the congestion will be in the other direction.

Certainly a building within walking distance is preferable. I congratulate you on not having a letter from the staff dated seven days ago, instead of yesterday.

It still has the major flaw of lacking a mature cost-benefit analysis. There is no assessment of what this building is really worth and what the operating expenses are.”

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, July 18, 2002

Item 3:

Glen Park Market Place Update

"I don't know how one can complain about corruption in the process and then take a disproportionate amount of time for your opinion. One can take at face value the representation that the presentations were part of the staff's report. It is a canard at best. The law requires that each person be given equal time to speak.

I was gratified a speaker focused on the selling of the city-owned easement. I was at the Board of Supervisors when Mark Leno represented that the project was receiving universal acclaim. I attempted to explain that universal acclaim is valueless if people are not being told what is going on.

The city did sell an easement to this project without anyone realizing that the issue could opened up all of these concerns.

This is a highly-impacted neighborhood with respect to density, transit and street use and people are right to be concerned."

176
Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, July 18, 2002

Item 4:

Bond Program Manager's Report

"The presenter gave no explanation for the most electrifying statement in his presentation, that contractors will be surprised when you enforce your rights.

The immediate question is, Why? Generally, it is expected that people in all situations will enforce their rights. Since I am experienced, I can answer my own question. The reason they are going to be surprised is because it is political. Of course, it is assumed that there will be a political solution that supercedes any practical concerns.

What comes to mind is the legal settlement at the culmination of this building. You remember that the contractor sued both the architect and the library, and even though we were co-defendants, the library got money from the architect. This arises precisely because there are political connections which supercede our rights.

I urge you to take this presentation seriously and make sure the process is held at arms length."

Cov

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, July 18, 2002

Item 6:

Public Comment

"I would like to weave a welcome to the new commissioner in with a presentation of my theme of the 'veranda factor.' Its essence is that you sit on the stage with water or drinks and candy while we sit in an auditorium where it is illegal to eat or drink.

It comes from the story of the black musician who is brought from the prison farm to play for the Governor but could never speak to him and wins a pardon by ad-libbing lyrics about his case to a traditional song.

The lack of minutes that I complain of prevents me from amending one of my lawsuits against you and prevents me from doing my citizen summaries from the tape recordings.

What looks like an angry citizen and a very nice set of commissioners is a subterfuge, an illusion created out of lies and abuse to serve your vanity."



San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

TO: Library Commission

FROM: Paul Underwood 
Deputy City Librarian

SUBJECT: Support Services Building

DATE: July 18, 2002

Background

The current location of Technical Services and some other indirect public services is on the first floor of the Main Library. The Post Occupancy Evaluation (P.O.E.) recommended that Technical Services, and other indirect public services, be relocated to another facility to make room for renovating existing back-of-house first floor space to be used for direct public service. The first floor is prime real estate and was recognized in the POE as offering a significant correction to the public's access to materials. In 2000, Cy Silver & Associates, a library facilities planning consultant, evaluated the current and future needs of several non-public services now located on the first floor. That report recommended that 23,000 gross square feet should be dedicated to meet the long term needs of those services.

Proposition A, passed in November 2000, included \$8.6 million for either a partial retrofit of Brooks Hall to serve as the location for these support services, or development of a facility to house these support services. Earlier this year, the City determined that Brooks Hall should not be upgraded for this purpose or any other purpose. This decision, along with the collapse of the dot.com industry, allowed Library Administration to focus on the purchase of a building to serve as the Support Services Center.

At the May 21st meeting of the Library Commission, Library Administration recommended moving forward with a property located at 945 Bryant Street. The Commission approved requesting the Department of Real Estate to enter into negotiations for the acquisition of 945 Bryant Street as the location for the Support Services Building. Subsequent to that direction, negotiations proceeded. However, we have not reached agreement on a sales price on 945 Bryant Street.

Recommendation

Staff is recommending that the Commission approve authorizing a Letter of Intent to purchase 190 Ninth Street. The facility is located between Mission and Howard Streets, on the northwest corner. The space is on three floors, totaling 45,000 square feet (*See page 4 for photo*). Philip Sowers, Bureau of Architecture, has done a preliminary evaluation of the building (*see attached memorandum*) and states that "the building is very well suited for the use of the Technical Services Department."

Key points regarding 190 Ninth Street

- It is a better building than 945 Bryant.
- The building is three blocks from the Main Library – about a seven minute walk.
- Employees will still arrive at the Civic Center transit stations for BART and MUNI.
- No elevator needed for materials to reach their first point of activity. Simply unload from truck and wheel in to Receiving for unpacking and sorting.
- The building was renovated and upgraded in 2000 and is technologically fully wired and seismically reinforced.
- Square footage size allows for evaluation of space of the third floor (14,500 sf) for storage, or relocation of additional services out of the Main Library, or short term use by another City department.
- Attainable within the budget allocated of approximately \$8.5 million for acquisition.
- There is some off-street parking available for library use.
- Existing furniture is available at a nominal price.

Other Buildings Evaluated

As with 190 Ninth Street, a group comprised of representatives from Library Administration and staff from the support services functions that would be relocated visited all buildings.

Criteria for selection included:

- Adequate functional space for support services
- Potential for locating additional library services
- Within budget -- \$8.6 million
- Location – public transit access, distance from the Main Library, safety, public amenities

945 Bryant Street

41,000 square feet on three floors. At the time library staff toured 945 Bryant, the Department of Human Services was already in negotiation with the property owner for a long-term lease. Therefore, the Library Department withdrew consideration of this property. However, on May 15, 2002, the Department of Human Services was forced to

76
withdraw from completed negotiations due to pending budget reductions announced on behalf of the Governor's Office. Negotiations have not been successful.

680 2nd Street

61,554 square feet on five floors. Complex proposal with a land lease with 96 years remaining at \$250,000 yearly. Asking price was above amount budgeted for purchase and also was for purchase of building only, not land. Poorly designed for off-loading trucks. Every delivery would require the use of an elevator to arrive at first destination.

840 Brannon

48,826 square feet on two floors. New construction delivered in shell condition. Cost significantly above amount budgeted for purchase. Second floor space not reasonable to house the library's functions. Other issues included location and size of elevator, and heating/ventilating.

570 Townsend

24,000 square feet on one floor. Low quality of construction. Concrete pad floor uneven from original space to later addition made to building. Not viable.

540 9th Street

42,346 square feet on two floors. Sloping concrete first floor, floor uneven, off loading of deliveries problematic, poor quality of construction. Not viable.

1501 Mariposa

54,171 square feet on four floors. Issues include lack of adequate public transportation, distance from the Main Library, one elevator, every delivery would require the use of an elevator to arrive at first destination.

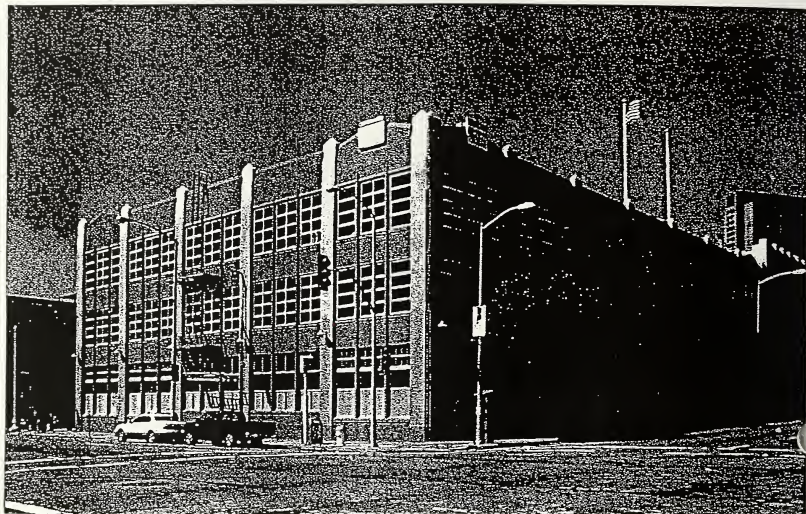
1667 Market

34,000 square feet on two floors. Close to Main Library a plus. Second floor space not reasonable to house the library's functions. Other issues included location and size of elevator, and heating/ventilating.

1475 Mission

26,000 square feet on one floor, 20,000 sf on one level with a mezzanine of 5,500 sf. Includes entire 7th floor of 7-story building. Close to Main Library a plus. Every delivery would require the use of an elevator to arrive at first destination. A separate lobby entrance uniquely for the 7th floor is off Mission Street. A standard freight elevator is dedicated to be an express elevator to the 7th floor. Therefore, this space is independent of the uses of the other 6 floors.

190 9TH ST
SAN FRANCISCO, CA 94103



Location: @ Howard Street
Submarket: South of Market
Block & Lt: -
Type: Office
Class: B

Status: Existing 1929, Renov Jan 2000
Stories: 3
RBA: 45,000sf
Land Area: 17,000sf
Typical Flr: 15,000sf
Owner: 9th & Howard, LLC
Developer: -
Architect: -
Management: Colliers International



Willie Lewis Brown, Jr., Mayor
Edwin M. Lee, Director



(415) 557-4700
FAX (415) 557-4701
<http://www.sfdpw.com>

Department of Public Works
Bureau of Architecture
30 Van Ness Avenue, Suite 4100
San Francisco, CA 94102- 6028

Mark Dorian, Interim Bureau Manager

July 11, 2002

Ms. Susan Hildreth
City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Subject: 190 Ninth Street

Dear Ms. Hildreth:

At your request I visited the three-story building at 190 Ninth Street along with a group of Library staff to help evaluate its suitability for use by the Library Technical Services Department.

The building is constructed of poured-in-place concrete. The first floor is a concrete slab on grade with the exception a 400 square foot area over a basement, and the upper two floors are flat concrete slabs supported by concrete columns. The columns have conical capitals, which are typical for buildings that are designed for heavy floor loads. The building was probably designed to be able to support greater loads than required for general office use, but the actual load-carrying capacity should be checked by a structural engineer if stacks are to be located on the upper floors.

The building has been recently renovated to a very high standard. The renovation included seismic bracing and the replacement of the mechanical and electrical systems. Indirect pendant-mounted fluorescent lighting fixtures supply general illumination and individually controlled fixtures at each workstation provide task lighting. All ducts and wiring conduits are exposed at the ceiling. The building is fully wired for computers and has a suspended grid of wiring trays on each floor to allow for ease of changing and upgrading the communications and data systems. The windows have operable vents and are fitted with roll-down sunshades.

The building appears to meet the current California Title 24 and ADA accessibility requirements. The main entrance and the elevator are accessible and there are accessible toilets for men and women on each floor. One feature that is not in compliance with ADA is a built-in display case on the first floor that has walls that lean outward at the top and project into the path of travel more than 4 inches at 80 inches above the floor. This deficiency could be remedied by removing the case or by installing railings to prevent persons from getting too near to the case.

Each floor consists of office areas surrounding a central service core that contains the elevator and main stair, a copy room and conference rooms. The first floor has an enclosed break room and each of the other floors has a kitchenette area within the open office area. Windows are located on the North, East and south sides of the building. Reception areas are located on the North side of each floor and private offices are spread out along a portion of each of the sides that have windows.

The first floor is divided into areas for two tenants, but could be easily adapted for the Library's use by removing gypsum board partitions or installing additional doors. Partitions in the open office areas of each tenant's space consist of semi-exposed steel studs covered with plywood panels. The workstations on the first floor are site built from plywood and solid-core doors. They are sturdy and large but might not function well for tech services. Since the workstations and plywood partitions were not designed to be easily reconfigured, they may prove to be of little value to the Library.

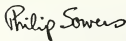
The building does not presently have a loading dock. It does have a row of parking spaces along the alley at the rear of the building and it was reported that former dock was removed when the building was renovated. A loading dock for smaller trucks or vans could be created by replacing a window that opens to the alley with a door. There is room in the existing parking area for these vehicles to park perpendicular to the building for unloading without blocking the alley. If a dock that accommodates larger trucks is desired, a covered platform could be constructed extending into the parking area to allow the trucks to be positioned parallel to the building for unloading. Depending upon the type of loading dock that is required, the cost of modifications to the building could range from \$50,000 to \$100,000.

The second and third floors are furnished with high quality systems furniture workstations that are quite large. The workstations could be utilized as they are or reconfigured to suit the needs of the library.

The spaces in the building could easily accommodate the space requirements of the department as delineated in the program prepared by Cy Silver & Assoc. with very little renovation. The floors are large enough to allow efficient organization of the work areas and there is an abundance of natural light and ventilation. The building itself is conveniently located both to the Main Library and to public transportation.

Based upon my visit to the site and a quick review of the program for the department, I think that the building is very well suited for the use of the Technical Services Department and that the department could move in with a minimum of expense for renovation of the spaces.

Sincerely,



Philip Sowers
Senior Architect

CURRENT BUDGET REPORT 2009 Branch Library Improvement Bond Program
 July 15, 2012

JOB	Branch	BUDGET		CIP Prop. A Budget (502)	Other Prop. 13	Sources	REVENUE		Appropriated	Revenue	Total Available	EXPENDITURE ENCUMBRANCES		
		Budget (1001)	Budget (1002)				All Sources	Budget				Actual	30-Jun-02	
								A				B	A+B	
Phase 1 Projects														
GP	7514A	1,770,000	3,420,000				3,420,000		1,346,000		1,346,000	133,000	16,097	1,350,380
IN	7514A	1,770,000	1,770,000				1,770,000		1,770,000		1,770,000	3,111,000	45,529	1,725,471
PL	7514A	1,770,000	1,770,000				1,770,000		1,770,000		1,770,000	5,000	76	1,624
SC	7514A	2,000,000	2,000,000				2,000,000		2,000,000		2,000,000			
SUB TOTAL		7,400,000	8,660,000				6,940,000		6,940,000		6,940,000	3,111,000	80,668	3,066,172
Phase 2 Projects														
GP	7514A	3,850,000	3,850,000				3,850,000		750,000		750,000	750,000	194,172	750,000
IN	7514A	4,110,000	3,850,000				3,850,000		3,850,000		3,850,000	81,000	10,727	10,727
PL	7514A	3,850,000	3,850,000				3,850,000		3,850,000		3,850,000	840,000	33,539	818,481
SC	7514A	2,000,000	2,000,000				2,000,000		2,000,000		2,000,000	238,062	192,119	361,181
SUB TOTAL		13,810,000	12,650,000				12,650,000		12,650,000		12,650,000	1,608,062	422,644	1,497,268
Phase 3 Projects														
GP	7514A	2,800,000	1,250,000				1,250,000		434,000		434,000	39,815	37,615	1,000
IN	7514A	2,800,000	3,810,000				2,810,000		2,810,000		2,810,000			
PL	7514A	2,800,000	3,810,000				2,810,000		2,810,000		2,810,000			
SC	7514A	3,450,000	3,300,000				3,300,000		3,300,000		3,300,000	10,500	8,649	1,551
SUB TOTAL		11,850,000	11,170,000				11,170,000		11,170,000		11,170,000	48,615	44,364	2,351
Phase 4 Projects														
GP	7514A	3,810,000	3,810,000				3,810,000		70,000		70,000			
IN	7514A	3,810,000	3,810,000				3,810,000		70,000		70,000			
PL	7514A	3,810,000	3,810,000				3,810,000		70,000		70,000			
SC	7514A	3,810,000	3,810,000				3,810,000		70,000		70,000			
SUB TOTAL		15,240,000	15,240,000				15,240,000		280,000		280,000			
Phase 5 Projects														
GP	7514A	4,200,000	3,900,000				3,900,000		15,000		15,000			
IN	7514A	4,200,000	3,900,000				3,900,000		15,000		15,000			
PL	7514A	4,200,000	3,900,000				3,900,000		15,000		15,000			
SC	7514A	4,200,000	3,900,000				3,900,000		15,000		15,000			
SUB TOTAL		16,800,000	15,600,000				15,600,000		60,000		60,000			
Phase 6 Projects														
GP	7514A	1,000,000	1,000,000				1,000,000		300,000		300,000	3,817	3,817	3,817
IN	7514A	1,000,000	1,000,000				1,000,000		300,000		300,000	44,376	216,058	216,058
PL	7514A	1,000,000	1,000,000				1,000,000		300,000		300,000	810,000	143,544	468,548
SC	7514A	1,000,000	1,000,000				1,000,000		300,000		300,000	120,000	120,000	120,000
SUB TOTAL		4,000,000	4,000,000				4,000,000		1,200,000		1,200,000	1,033,817	473,429	1,507,246
Phase 7 Projects														
GP	7514A	1,000,000	1,000,000				1,000,000		250,000		250,000	153,715	153,715	153,715
IN	7514A	1,000,000	1,000,000				1,000,000		250,000		250,000			
PL	7514A	1,000,000	1,000,000				1,000,000		250,000		250,000			
SC	7514A	1,000,000	1,000,000				1,000,000		250,000		250,000			
SUB TOTAL		4,000,000	4,000,000				4,000,000		1,000,000		1,000,000	1,637,532	510,289	1,797,243
TOTAL		133,265,000	133,265,000				133,265,000		20,065,000		20,065,000	6,237,009	1,039,915	5,197,034

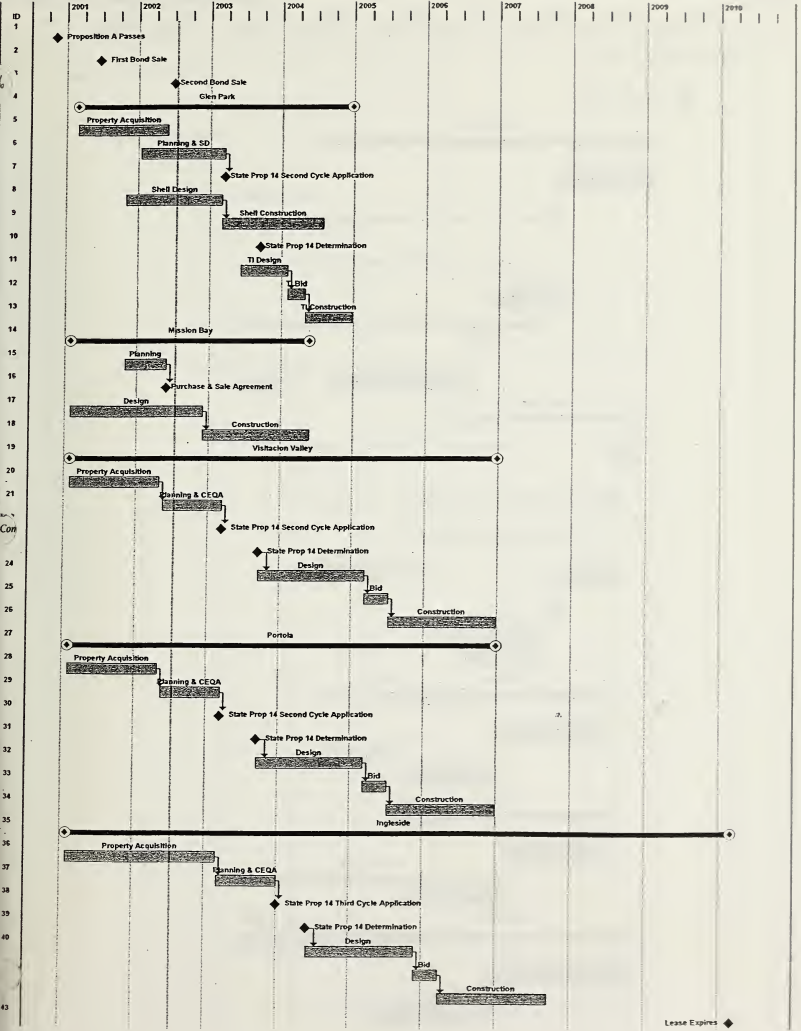
Direct Cost of Land submitted by CDE as follows: Signalized \$1,200,000; Portico \$1,200,000; Variance Valley \$1,100,000.

(1) Estimated cost of land submitted by CDE as follows: Signalized \$1,200,000; Portico \$1,200,000; Variance Valley \$1,100,000. (2) Estimated cost of land submitted by CDE as follows: Signalized \$1,200,000; Portico \$1,200,000; Variance Valley \$1,100,000. (3) Estimated cost of land submitted by CDE as follows: Signalized \$1,200,000; Portico \$1,200,000; Variance Valley \$1,100,000.

(4) Private donations from Friends & Foundation

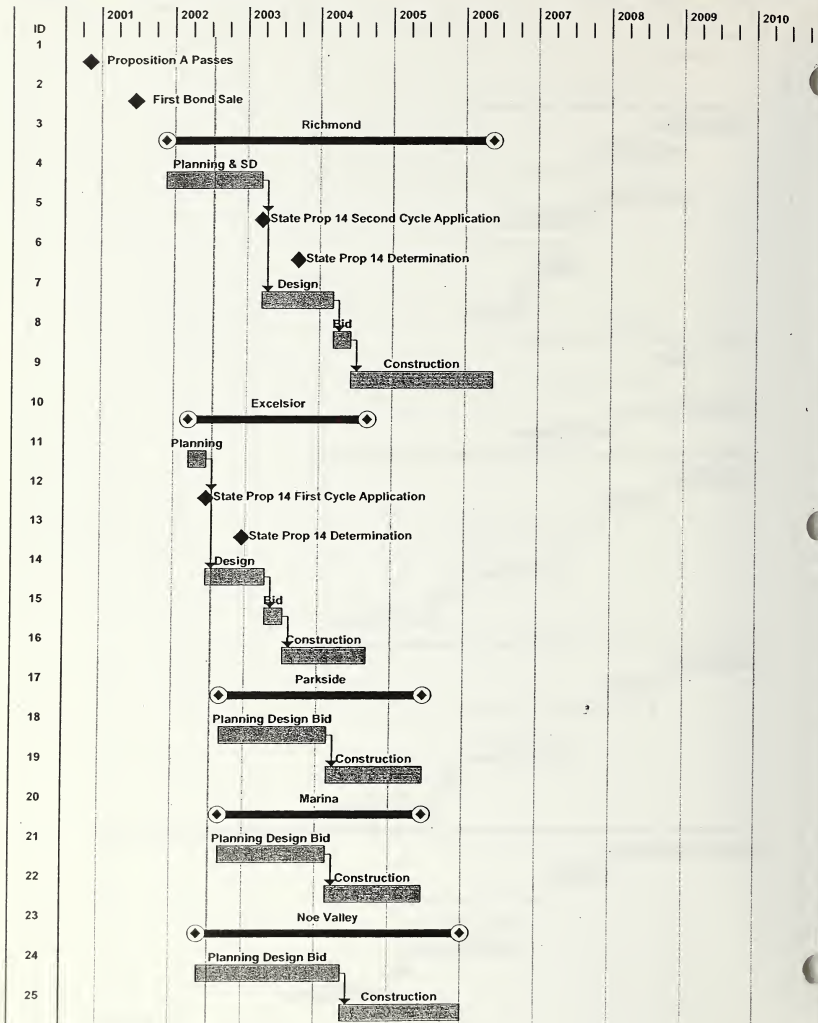
NEW CONSTRUCTION DETAILED SCHEDULE

06-20-02



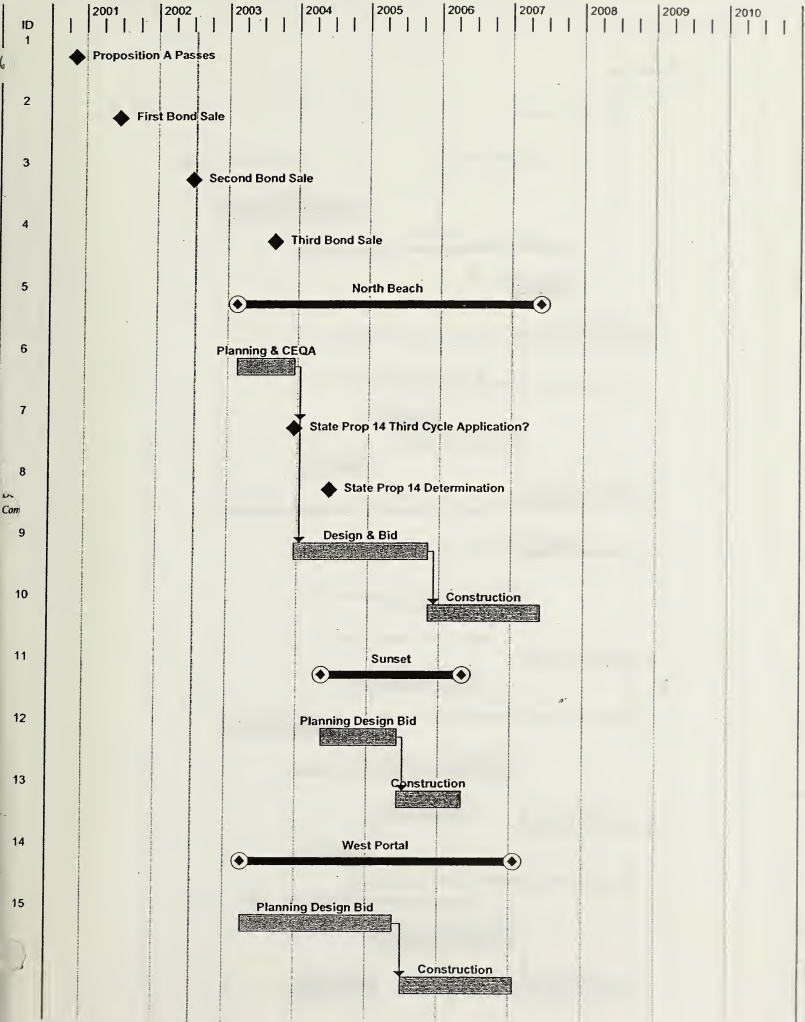
PHASE 1 DETAILED SCHEDULE

06-20-02



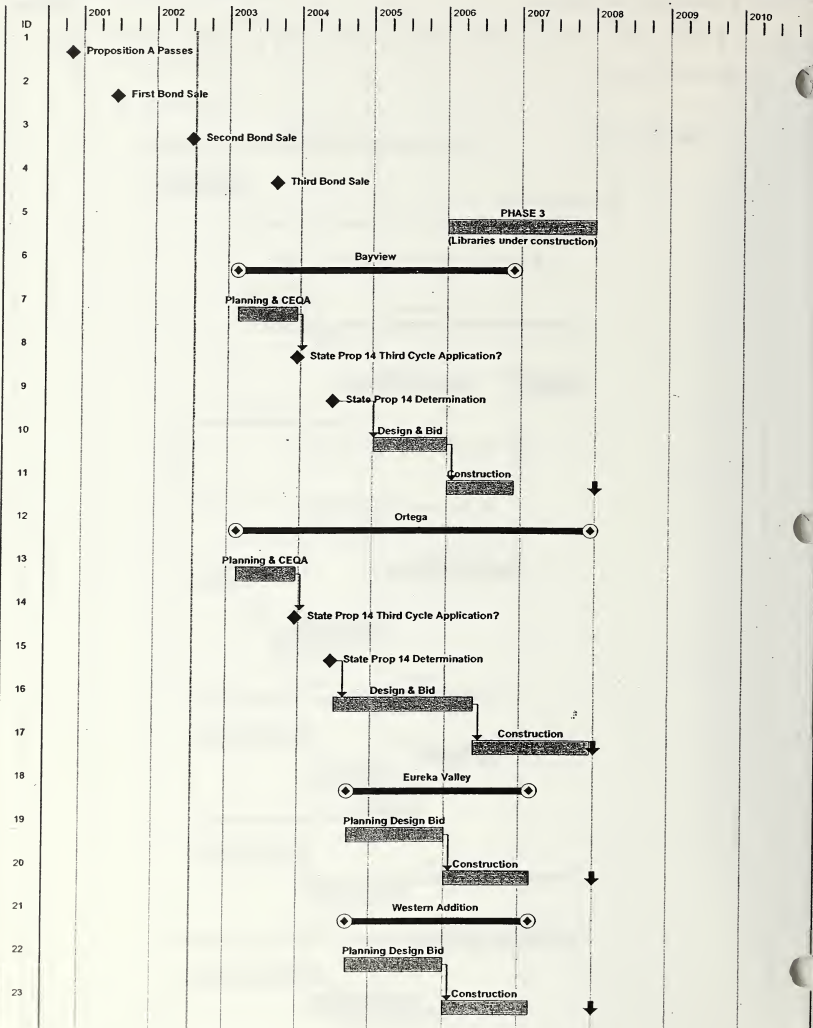
PHASE 2 DETAILED SCHEDULE

06-20-02



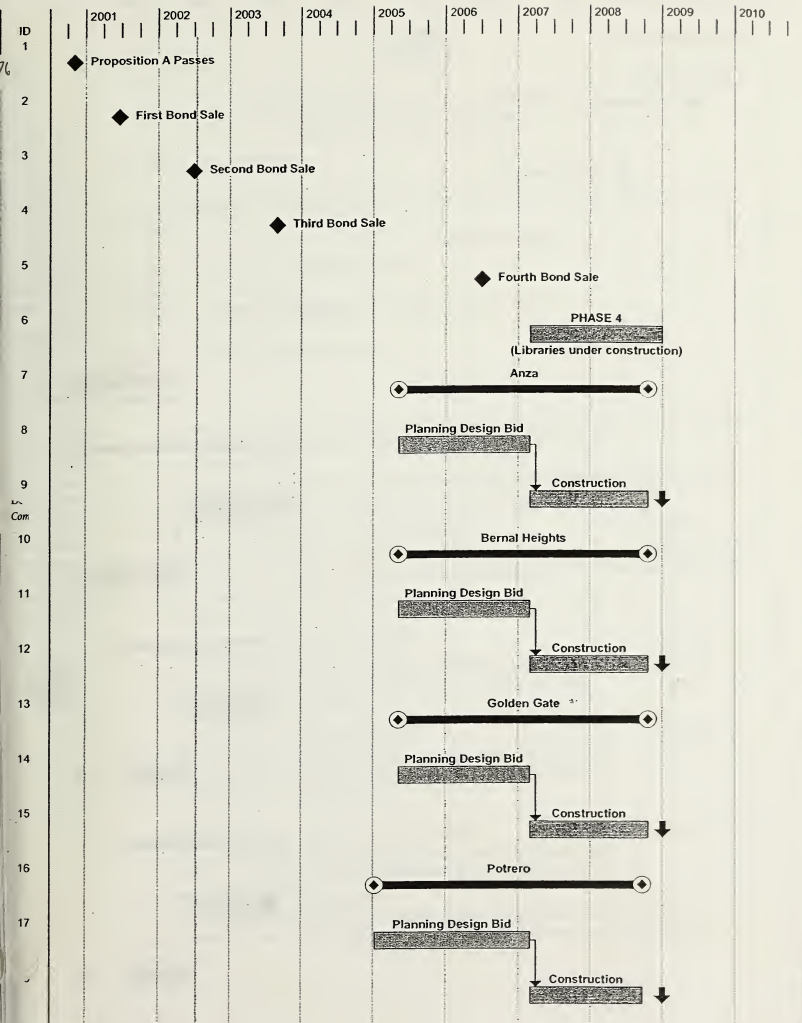
PHASE 3 DETAILED SCHEDULE

06-20-02



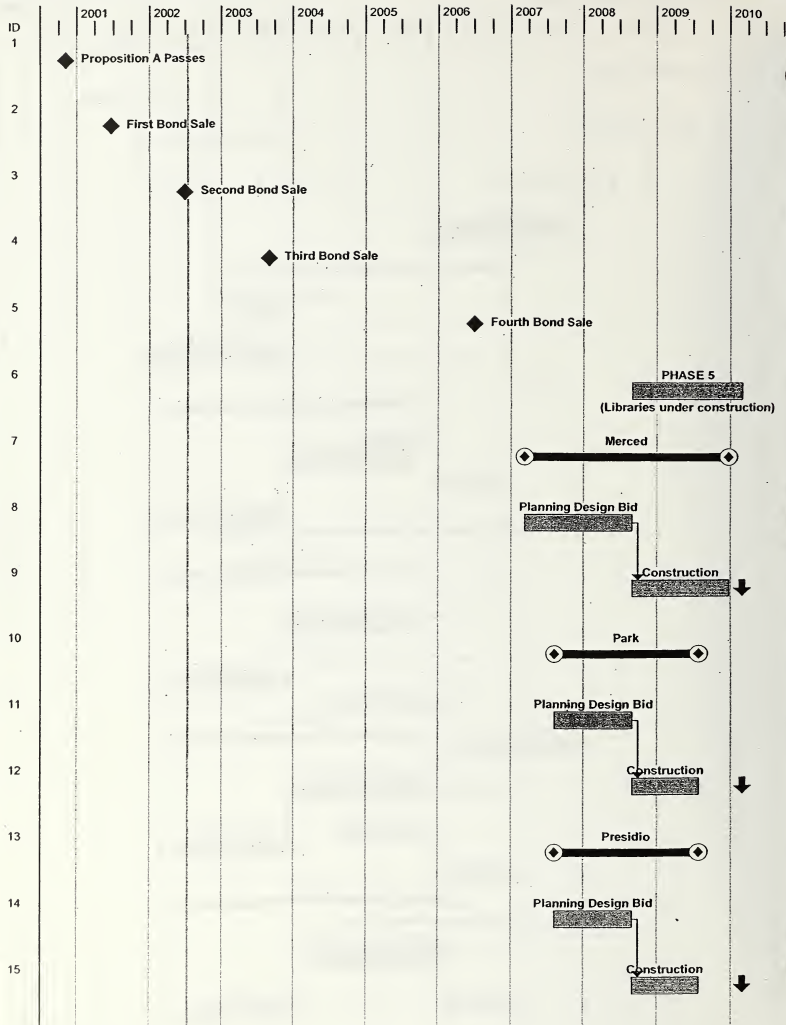
PHASE 4 DETAILED SCHEDULE

06-20-02



PHASE 5 DETAILED SCHEDULE

06-20-02



AUG 2 2002

SAN FRANCISCO
PUBLIC LIBRARY*San Francisco Public Library Commission*

100 Larkin Street, San Francisco, CA 94102

Phone 415-557.4233, Fax 415-557.4240

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, August 6, 2002
 TIME: 4:00 PM
 PLACE: Koret Auditorium, Main Library, lower level

Willie L. Brown, Jr.
 Mayor

Charles A. Higuera, A.L.A.
 President

The meeting will be called to order.

Carol Steiman
 Vice President

Helen Marte Bautista
 Lonnie K. Chin
 Steven A. Coulter
 Fran A. Streets
 Deborah Strobin
 Commissioners

Susan Hildreth
 City Librarian

Michael Housh
 Commission Secretary

1. CITY LIBRARIAN'S REPORT by City Librarian Susan Hildreth DISCUSSION
 (This item is to allow the City Librarian to report on recent Library activities and make announcements)

This report will consist of reports on 2001-02 statistics; the Ocean View art project; the Presidio Branch retaining wall; and an exhibits and programs update.

2. ILS AUTHORIZATION TO NEGOTIATE ACTION
 Presentation, discussion, and possible action to authorize the City Librarian to enter into negotiations with the highest ranked proposer, Innovative Interfaces, for a new ILS (Integrated Library System).
 (Explanatory document: Integrated Library System recommendation report)

3. APPROVAL OF THE MINUTES ACTION
 Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of June 4, 2002.
 Explanatory document: draft Minutes

4. APPROVAL OF THE MINUTES ACTION
 Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of July 2, 2002.
 Explanatory document: draft Minutes

5. FRIENDS AND FOUNDATION REPORT DISCUSSION
 (This item is to allow the Friends and Foundation of the San Francisco Public Library to inform the Commission of their current and proposed activities.)

6. LABOR UNION REPORT
 (This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)



7. **NEW BUSINESS**

(This item is to allow Commissioners to introduce new agenda items for consideration.)

8. **PUBLIC COMMENT**

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. **ADJOURNMENT** (requires motion and public comment)

ACTION

7/31/02 - M.Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETINGS POLICY

TO ENSURE THE PARTICIPATION OF THE DISABLED PUBLIC IN ALL COMMISSION PUBLIC MEETINGS, THE FOLLOWING ITEMS CONCERNING ACCESSIBILITY WILL BE AVAILABLE:

SIGN LANGUAGE INTERPRETERS OR NOTE TAKERS WILL BE AVAILABLE UPON REQUEST. PLEASE CONTACT SERVICES FOR THE DEAF AND HEARING IMPAIRED AT 415/557-4433 (TDD) OR 415/557-4434 (VOICE) AT LEAST 72 HOURS PRIOR TO THE MEETING. LATE REQUESTS WILL BE HONORED IF POSSIBLE.

A SOUND ENHANCEMENT SYSTEM WILL BE AVAILABLE UPON REQUEST AT THE MEETINGS. PLEASE CONTACT SERVICES FOR THE DEAF AND HEARING IMPAIRED AT 415/557-4433 (TDD) OR 415/557-4434 (VOICE) AT LEAST 72 HOURS PRIOR TO THE MEETING. LATE REQUESTS WILL BE HONORED IF POSSIBLE.

A PERSON WHO IS DEAF OR HEARING IMPAIRED MAY GAIN MEETING INFORMATION PRIOR TO THE MEETING BY CALLING 415/557-4433 (TDD) OR 415/557-4434 (VOICE). IN ADDITION, THE CALIFORNIA RELAY SERVICE CAN BE USED BY INDIVIDUALS WITH HEARING AND SPEECH IMPAIRMENTS BY CALLING 1-800/735-2929 (TDD) OR 1-800/735-2992 (VOICE).

MINUTES OF THE MEETINGS ARE AVAILABLE IN ALTERNATIVE FORMATS. IF YOU REQUIRE THE USE OF A READER DURING THE MEETING, PLEASE CONTACT THE LIBRARY FOR THE BLIND AND PRINT HANDICAPPED AT 415/557-4253 AT LEAST 72 HOURS IN ADVANCE OF THE NEED.

INDIVIDUALS WITH SEVERE ALLERGIES, ENVIRONMENTAL ILLNESS, MULTIPLE CHEMICAL SENSITIVITY OR RELATED DISABILITIES SHOULD CALL THE ACCESSIBILITY HOTLINE AT 415/554-8925 TO DISCUSS MEETING ACCESSIBILITY. IN ORDER TO ASSIST SAN FRANCISCO'S EFFORTS TO ACCOMMODATE SUCH PEOPLE, ATTENDEES AT PUBLIC MEETINGS ARE REMINDED THAT OTHER ATTENDEES MAY BE SENSITIVE TO VARIOUS CHEMICAL-BASED PRODUCTS. PLEASE HELP THE CITY TO ACCOMMODATE THESE INDIVIDUALS.

LIBRARY COMMISSION MEETINGS WILL BE HELD AT THE MAIN LIBRARY, 100 LARKIN STREET AT GROVE, LOWER LEVEL, KORET AUDITORIUM, EXCEPT WHEN OTHERWISE NOTICED. THE COMMISSION MEETING ROOM IS WHEELCHAIR ACCESSIBLE. THE CLOSEST ACCESSIBLE BART STATION IS CIVIC CENTER. THE ACCESSIBLE MUNI LINE SERVING THIS LOCATION IS THE #19 POLK. FOR INFORMATION ABOUT MUNI'S ACCESSIBLE SERVICE, PLEASE CALL 415/923-6142.

THERE IS ACCESSIBLE PARKING AVAILABLE AT 355 McALLISTER, CIVIC CENTER PLAZA GARAGE. CALL 415/863-1537.

ACCESSIBLE SEATING FOR PERSONS WITH DISABILITIES (INCLUDING THOSE USING WHEELCHAIRS) WILL BE AVAILABLE AT MEETINGS.

THE RINGING OF AND USE OF CELL PHONES, PAGERS AND SIMILAR SOUND-PRODUCING ELECTRONIC DEVICES ARE PROHIBITED AT THIS MEETING. PLEASE BE ADVISED THAT THE CHAIR MAY ORDER THE REMOVAL FROM THE MEETING ROOM OF ANY PERSON(S) RESPONSIBLE FOR THE RINGING OR USE OF A CELL PHONE, PAGER, OR OTHER SIMILAR SOUND PRODUCING ELECTRONIC DEVICES.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

GOVERNMENT'S DUTY IS TO SERVE THE PUBLIC, REACHING ITS DECISIONS IN FULL VIEW OF THE PUBLIC. COMMISSIONS, BOARDS, COUNCILS AND OTHER AGENCIES OF THE CITY AND COUNTY EXIST TO CONDUCT THE PEOPLE'S BUSINESS. THIS ORDINANCE ASSURES THAT DELIBERATIONS ARE CONDUCTED BEFORE THE PEOPLE AND THAT CITY OPERATIONS ARE OPEN TO THE PEOPLE'S REVIEW.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (CHAPTER 67 OF THE SAN FRANCISCO ADMINISTRATIVE CODE) OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, THE SUNSHINE ORDINANCE TASK FORCE, CITY HALL, ROOM 244 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO, CA 94102-4689 OR AT 415/554-7724 PH. 415/554-5163 FAX AND WEBSITE AT DONNA_HALL@CI.SF.CA.US. COPIES OF THE SUNSHINE ORDINANCE CAN BE OBTAINED FROM THE CLERK OF THE SUNSHINE TASK FORCE, THE SAN FRANCISCO PUBLIC LIBRARY AND ON THE CITY'S WEBSITE AT WWW.CI.SF.CA.US/BDSUPVRS/SUNSHINE.

SAN FRANCISCO LOBBYIST ORDINANCE

ATTENTION: INDIVIDUALS AND ENTITIES THAT INFLUENCE OR ATTEMPT TO INFLUENCE LOCAL LEGISLATIVE OR ADMINISTRATIVE ACTION MAY BE REQUIRED BY THE SAN FRANCISCO LOBBYIST ORDINANCE (SF ADMIN CODE SECS. 16.520 - 16.534) TO REGISTER AND REPORT LOBBYING ACTIVITY. FOR MORE INFORMATION ABOUT THE LOBBYIST ORDINANCE, PLEASE CONTACT THE ETHICS COMMISSION AT 1390 MARKET STREET #701, SAN FRANCISCO, CA 94102, TELEPHONE (415) 554-9510, FAX (415) 703-0121 AND WEB SITE [HTTP://WWW.CI.SF.CA.US/ETHICS/](http://WWW.CI.SF.CA.US/ETHICS/).

MICHAEL HOUSH, COMMISSION SECRETARY
1/9/02



San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

TO: Library Commission

FROM: Paul Underwood 
Deputy City Librarian

SUBJECT: Replacement of the Integrated Library
System – Vendor Recommendation

DATE: August 1, 2002

Background

The San Francisco Public Library issued a Request for Proposal (RFP) for an Integrated Library System (ILS) on January 2, 2002, with a submission deadline of March 15, 2002. Four vendors provided proposals in response to the RFP. Three vendors' proposals, epixtech, Innovative Interfaces, and SIRSI, were for the complete Integrated Library System. One vendor, Keystone Library Automation System, proposed a solution for the Blind and Print Disabled module only, which was separately evaluated.

Between March 15 and July 29, 2002, an intensive and detailed evaluation of the vendors' proposals was completed, as outlined on pages 93-95 of the RFP. The total number of points available for all stages was 175.

Evaluation Process

A summary of evaluation components is outlined below:

Expert Reader Panel	50 points
Demonstration Evaluation Panel	35 points
Site Visit Panel	15 points
Business Review Panel	50 points
Cost/Fee Proposal	25 points
Total	175 points

The stages of evaluation are outlined below:

Expert Reader Panels (50 points)

Ten panels comprised of staff members and one representative from another Bay Area public library system have reviewed and scored designated portions of the application functions described in the vendors' proposals.

The panels included:

- General Functions;
- Authority Control, Cataloging and Inventory;
- Acquisitions and Serials;
- Community Information and Digital Files;
- Circulation and Homebound;
- Online Public Access Catalog (OPAC);
- Blind and Print Disabled;
- Standards;
- Configuration; and
- Technical Issues

Demonstration Evaluation Panel (35 points)

Each vendor presented their demonstrations of all applications to San Francisco Public Library staff. The first set of demonstrations occurred the week of May 20, 2002 and were followed by a second set of demonstrations the week of July 22, 2002. An Expert Demonstration Panel attended the demonstrations and rated the vendors on functionality and usability features. Staff observers, who could attend part or all of the demonstrations, also provided input through the use of an information form.

Site Visit Panel (15 points)

The Site Visit Panel, comprised of staff, visited public libraries that have installed systems of each of the vendors and rated the performance and dependability of the systems. This process was completed the end of June 2002.

Business Review Panel (50 points)

The panel included San Francisco Public Library managers and one outside representative (from Department of Telecommunications and Information Services).

The panel rated the following items:

▪ Configuration Requirements (response time, transaction load)	20 points
▪ Business Information (experience, customer support, training, technical capacity, qualifications, documentation)	15 points
▪ Implementation Schedule	15 points

Cost/Fee Proposal (25 points)

The vendor that proposed the lowest cost to the city (x) received 25 points. The other cost proposals received $x/y \times 25$ points.

Public Input

In addition, public input in this process was encouraged. On June 18th, members of the public reviewed the vendors' products in the fifth floor Training Room of the Main Library. An information form was available for participants to complete on each vendor's product package. The information forms were forwarded to the Site Visit Panel as additional input. Points from the public input process were included with the points of the site visits of the Site Visit Panel.

Additionally, the library's homepage had links available as of June 4 that allowed anyone to access each of the vendors' product packages via the web. No information could be gathered from this feature, as determined by the Office of the City Attorney.

Recommendations

1. Library Administration recommends that the Commission authorize the Library to enter into contract negotiations with the intent to award a contract for replacement of the existing online system with Millennium, the Integrated Library System solution provided by Innovative Interfaces, located in Emeryville, California. Innovative Interfaces achieved the highest score of the three ILS vendors.
2. Library Administration recommends that the Commission authorize the Library to enter into contract negotiations with the intent to award a contract with Keystone Library Automation System, located in Raleigh, North Carolina to provide the Blind and Print Disabled module that will coordinate with Innovative Interfaces' Millennium software. Keystone Library Automation System achieved the highest score for the Blind and Print Disabled module.

The costs associated with these recommendations, including maintenance costs for three years, will not exceed the \$1.8 million budgeted for replacement of the Integrated Library System.

The timeline to begin detailed planning for conversion is scheduled to begin in November 2002, with migration occurring in mid-2003. The Library is currently on schedule for the master timeline for this project.



PLANNING DEPARTMENT

City and County of San Francisco 1660 Mission Street, Suite 500 San Francisco, CA 94103-2414

(415) 558-6378

PLANNING COMMISSION
FAX: 558-6409

ADMINISTRATION
FAX: 558-6426

CURRENT PLANNING/ZONING
FAX: 558-6409

LONG RANGE PLANNING
FAX: 558-6426

June 27, 2002

Mr. Charles Dunn, Principal Real Estate Officer
Real Estate Division
25 Van Ness Avenue, Suite 400
San Francisco, CA 94102

Re: Case No. 2002.0568R. Mission Bay Branch Library, Purchase of Real Property, Fourth and Berry Streets. (Mission Bay North Block N3a, Parcel 1)

Dear Mr. Dunn:

The Planning Department received the referenced General Plan Referral application from your office on May 20, 2002. The proposal is the acquisition of an interest in real property for use as the Mission Bay Branch Library. The property is located on the southwest corner of Fourth and Berry Streets, just north of the Channel and the Fourth Street Bridge and is part of the Mission Bay North Redevelopment Project Area. The property, for which the Redevelopment Agency Commission has already approved schematic design documents, will be developed with a mixed-use project consisting of approximately 139 senior housing units, an adult day-care center, and approximately 24,000 square feet of non-profit office space and the public library project. The library will occupy approximately 7,800 square feet of ground floor space.

To effectuate the development of the overall project, including improvements to the Library Parcel, the Redevelopment Agency will cause Block N3a, Parcel 1 to be vertically and horizontally subdivided to create the approximately 7,800 square feet Library Parcel for the ground floor, a housing parcel and an office parcel.

The proposal is in **conformity** with the General Plan, and a copy of the staff report is attached.

The Planning Department has determined that the Mission Bay North Owner Participation Agreement by and between the City and Catellus Development Corporation and the above proposed project, received Environmental Review- "Mission Bay Subsequent Environmental Impact Report"- and certification on September 7, 1998 (Case No. 96.771E) and that therefore, no further environmental review is required.

The project has also been reviewed for consistency with the Eight Priority Policies of Section 101.1 of the Planning Code and the findings are attached.

Sincerely,

A handwritten signature in dark ink, appearing to read "Gerald G. Green".

Gerald G. Green
Director of Planning

Mission Bay Public Library cl.

GLEN PARK BRANCH LIBRARY

TERM SHEET OUTLINE

The following outlines certain basic terms of a proposed transaction structure between the City and County of San Francisco acting by and through its Library Department (the "City") and Glen Park Marketplace Phoenix (the "Developer") for the development of a new branch library on the corner of Diamond and Wilder Streets. Subject to City Planning approval and other required approvals, the Developer intends to build a mixed use project (the "Diamond Super Project") of approximately 15 -20 residential units over ground floor commercial (an intended grocery store) on the site.

The City and the Developer have been negotiating a letter of intent setting forth the parameters of a potential agreement whereby the City would purchase an approximate 9200 square foot condominium unit along with approximately 4000 square feet of air rights above the condominium unit (the "Library Parcel"), for a Glen Park branch public library. The general terms and conditions of the City's potential purchase of the Library Parcel are as follows:

1. The Developer will design and build the Diamond Super Project, including the Library Parcel in consultation with the Library staff. The Library Parcel shall have (i) approximately 700 square feet of ground floor space on Diamond Street (ii) approximately 8500 square feet on the second floor of the project and (iii) approximately 4000 sq of air rights above the Diamond Street portion of the Project.
2. The yet to be designed Library Parcel improvements shall, among other items, include the following:
 - 1) Construction suitable for a A-3 Occupancy (assembly)
 - 2) Slanted roof, if desired by City
 - 3) To the greatest extent possible separate building systems (water, sewer, electrical, HVAC, security, etc.), (20 ton HVAC)
 - 4) Minimum floor "live" load of 150 pounds per sq. ft.,
 - 5) Ceiling heights (slab to slab) shall be approximately 14 ft.
 - 6) Up to six skylights
 - 7) ground floor display windows.
 - 8) A 2500 lb. hydraulic elevator and distinctive staircase
 - 9) built-out washrooms
 - 10) 400 amp, 3 phase electrical service to main panel, including disconnect, separate meter from street
 - 11) Code complying fire egress
 - 12) Access to Fire & Life Safety Systems and sprinkler runs
 - 13) Access to common loading facilities and recycling areas
 - 14) And to the greatest extent possible, the design shall be consistent with the above and generally distinctive with

an identifiable civic presence using durable quality improvements.

3. The purchase price for the Library Parcel shall be \$3,374,000, payable upon substantial completion of the Library Parcel. 10% of the Purchase price shall be held back by the escrow company for payment to Developer upon punchlist completion.
4. Upon purchase, the City shall be bound by certain Conditions, Covenants & Restrictions ("C, C & R's") which shall among other items require City to pay for its share of charges ("CAM charges") related to the City's ownership of the Library Parcel condominium unit.
5. It is understood that any potential purchase and sale agreement between Developer and City would be subject to, among other items:
 - a) Construction plans and specifications acceptable to City
 - b) C, C & R's acceptable to City;
 - c) CAM charge budget acceptable to City;
 - d) ALTA Title Insurance acceptable to City.

If the foregoing conceptual terms are approved by the Library Commission, the Library staff will proceed to negotiate and execute a purchase and sale agreement between the Developer and the City and other necessary agreements for the City's purchase of the Library Parcel as outlined above. Among other items, the final form of the purchase and sale agreement and other related documents shall be subject to authorizing legislation by the Board of Supervisors prior to their execution.

San Francisco Public Library Inventory and Collection Refreshment

Background

The San Francisco Public Library's branch libraries have not performed an inventory of materials in the collections, at least not since the library moved from a paper based catalog to an online catalog in 1980. Additionally, branch libraries either do not currently have material security systems (Glen Park, Golden Gate Valley, Marina, Merced, Noe, North Beach, Ortega, Park, Portola, Potrero, Richmond, Vistacion Valley and West Portal), or the security systems have been installed over the past two to ten years, leaving collections vulnerable prior to installation.

Value

- ✓ The outcomes of not performing a collection inventory on a scheduled basis (for example, every three to five years) causes a growing number of inaccuracies in the database when compared to materials physically available for user access. The San Francisco Public Library collection is one collection housed in 27 locations. Users who search the current online library system have an expectation that materials listed in the catalog will generally be available, either immediately or through the placement of a reserve on specific items. With the online catalog currently holding a number of items that are no longer available (i.e., lost, missing, etc.), users' expectations are all too often not met, or not met in a timely manner. It is in the interest of providing quality library services for the public to perform periodic inventories.
- ✓ The library will be migrating to a new integrated library system in mid-2003. When records in the database are moved from the existing system to the new system, each record migrated will have a migration fee attached to it with the vendor of the new system. It is incumbent on library staff to have the cleanest database feasible prior to that migration in order to provide users with current records of materials that physically exist in the library system, as well as to be fiscally responsible in the expenditure of funds provided to the library in trust by the public.
- ✓ The implementation of the Branch Library Improvement Program also benefits from having an inventory prior to the completion of planning for renovated or new buildings. Appropriate library service space planning requires accurate knowledge of the total number of items held by the facility, as well as detailed breakdowns by type and age level of material. A reasonably up-to-date database enables library planners to more accurately assess future library space needs for specific collections and community needs. There will always be a delicate balancing of the use of space within each library building. Having the most accurate information will enable library staff to provide library service that the public need and deserve to have in their local branch library.

Collection Refreshment

Deselection of materials has always been a function of branch collection development and collection maintenance. Libraries have finite floor space. The San Francisco Public Library branch librarians have always deselected outdated materials, materials in poor condition, or duplicates that are no longer actively circulating, refreshing the collection to better serve the public.

There are good reasons for ongoing, consistent deselection to be a part of every branch librarian's responsibilities. Library staff are responsible to provide the most responsive and vital collections. Users want library collections to be easily accessible. They also deserve to find materials that will meet their needs.

The inventory project provides an opportunity for a more focused review of materials for deselection or not, since the computer lists generated will be for items that have not circulated in two years or longer. The computer lists will be used to identify materials that no longer exist for deletion from the database, as well as providing an opportunity for more easy review of items that are on the shelf but have not circulated in two years or more. The decision to retain or deselect materials is a professional activity, performed by staff knowledgeable in subject areas, as well as needs.

Redistribution

Library staff and the public, in any city or community, are concerned about the most appropriate disposal of deselected library materials. To address this concern specifically for San Francisco, the San Francisco Public Library has developed a unique approach, a *Community Redistribution Program* for library materials. The redistribution program makes withdrawn materials that are not out of date or damaged available to community groups. Additionally, thousands of withdrawn items are given to other libraries and community organizations worldwide to serve the public benefit.

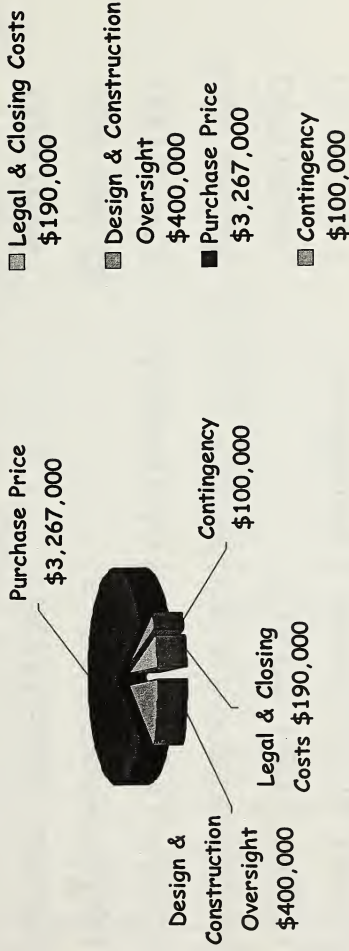
Physically damaged and out-of-date materials are sent to a recycling center.

Mission Bay Branch Library

PROJECT BUDGET REVISION

JULY 2, 2002

Mission Bay Branch Library



Purchase price includes hard & soft costs for a turn-key 7,600SF first floor library, and a 10% Redevelopment Agency Fee.

Construction costs were provided by General Contractor Cahill Construction based on design development documents. Furniture & moveable equipment is not included. Soft Costs & contingencies were provided by Mercy Housing based on consultant contracts procured through competitive RFQ by the Agency.

Art Program, move-in costs & Real Estate Department are provided for elsewhere.

Purchase Price Breakdown

Shell Soft Costs & Contingency	\$150,000
Library TI Soft Costs & Contingency	\$280,000
TOTAL SOFT COSTS	\$430,000
Shell Hard Costs & Contingency	\$1,095,000
Library TI Soft Costs & Contingency	\$1,445,000
TOTAL HARD COSTS	\$2,540,000
AGENCY FEES (10%)	\$297,000
TOTAL PURCHASE PRICE	\$3,267,000
TOTAL CAP (+5%)	\$3,430,350

MISSION CREEK COMMUNITY
DEVELOPMENT BUDGET
Update: June 27, 2002

	Total Jun-02	Library
1. SITE COSTS	43,300	1,912
Acquisition price	-	-
Broker fees	-	-
Holding Costs	-	-
Title Insurance & fees	-	-
Survey	16,300	720
Relocation Expenses	-	-
Environmental (Haz Mat)	27,000	1,192
Due Diligence Investigations	-	-
2. FINANCING COSTS	1,817,348	221
Site Acquisition Financing	-	-
Predevelopment Financing	5,000	221
Construction Financing	1,572,858	-
Bridge Financing	-	-
Permanent Financing	43,000	-
Tax Credit Fees	89,990	-
LP fees & expenses	-	-
Appraisal	15,000	-
Market Study	4,500	-
Commercial Financing	87,000	-
3. OWNER/DEVELOPER COSTS	1,884,232	39,238
Legal	72,500	10,000
Insurance	40,000	1,766
Property taxes	26,157	-
Developer Fee and Costs	1,226,200	1,170
Construction consultant	95,000	4,194
Cost certification audit	15,000	5,000
Sponsor Guaranty Fees	-	-
Soft cost contingency (except Library design costs)	409,375	17,108
4. DESIGN & ENGINEERING COSTS	2,606,760	361,671
Architect	2,197,260	344,034
Landscape Architect	-	-
Interior Design	-	-
Civil	10,000	441
Geotechnical	134,500	5,938
Special Studies & Consultants	40,000	1,324
Construction testing	225,000	9,933
5. PERMITS & FEES	438,650	24,752
Govt Fees	266,400	11,734
Utility Connection Fees	172,250	13,018
6. CONSTRUCTION COSTS	35,231,748	2,540,000
7. PROPERTY MGMT COSTS	932,313	2,207
Rent-up Expenses	128,083	-
Furnishings	195,000	2,207
Reserves	609,230	-
PROJECT ADMIN (LIBRARY PORTION - 10%)	297,000	297,000
TOTAL DEVELOPMENT COSTS	42,251,351	3,267,000

Construction Pro-Rata

COSTS ATTRIBUTABLE TO ALL PARCEL OWNERS:

Library 4.2% (by square footage)

COSTS ATTRIBUTABLE TO LIBRARY & OFFICE:

Library 1/4 (by portion of office tower)

COSTS ATTRIBUTABLE TO LIBRARY & RESIDENTIAL:

Library 1/3 (by use)

COSTS ATTRIBUTABLE TO LIBRARY ONLY:

Library 100%

CAHILL CONTRACTORS INC.
425 CALIFORNIA ST, SAN FRANCISCO, CA

JOB Mission Creek Senior Housing
LOCATION Mission Bay, San Francisco
OWNER Mercy Housing
ARCHITECT Hardison Komaau Ivalich and Tucker Architects
FLOOR AREA 105,450
EST. NO. 1
EST. DATE 26-Jun-02
DWG. PHASE DD Design May 2002
START DATE Winter, 2003
CONSTRUCTION 19 months

LIBRARY

			Prorated	Ti only
#	Spec	DESCRIPTION	Library	Library
1	02200, 07155	EARTHWORK, DEMOLITION	13,402	0
2		SHORING, UNDERPINNING	0	0
3	02360	CONCRETE PILES	74,285	0
4	02050	SITE UTILITIES	0	0
5	02810, 02870,	LANDSCAPE, IRRIGATION & SITE FURNISHINGS	0,193	0
6	03405, 09915	ASPHALT PAVING & STRIPING	192	0
7	02522	SITE CONCRETE	18,200	0
8	Division 3	CONCRETE	193,254	0
9	04220	MASONRY	0	0
10	02835, 05010,	MISC. STEEL & METAL STAIRS	100,125	1,015
11	06100	ROUGH CARPENTRY	1,055	0
12	06200, 08410,	FINISH CARPENTRY	145,008	145,006
13	07210, 07215,	BUILDING INSULATION	7,300	2,982
14	07110, 07120,	ROOFING & WATERPROOFING	14,532	0
15	07415, 07600,	SHT METAL FLASHING, LOUVERS, EXP. COVERS	0,041	0
16	07800	CAULKING & SEALANTS	2,080	1,015
17	08105, 08111,	DOORS, FRAMES, HARDWARE	10,962	10,962
18	07415, 08400,	STOREFRONTS, WINDOWS, GLAZING	182,681	37,251
19	05400, 07240,	PLASTER, DRYWALL, FIREPROOFING	150,812	95,369
20	04400, 09300	TILE	68,348	23,587
21	09500, 08530	ACOUSTICAL CEILINGS	46,239	46,239
22	09650, 09680	RESILIENT FLOORING & CARPET	47,138	47,138
23	09900, 09940	PAINTING	26,339	23,204
24	08305, 10100,	MISCELLANEOUS SPECIALTIES	264,847	264,847
25	10155, 10800	TOILET & BATH ACCESSOIRES	4,720	4,720
26	11110, 11452	APPLIANCES	500	500
27	11172, 11175	TRASH CHUTE & WASTE COMPACTOR	0	0
28	12500	WINDOW TREATMENTS	15,225	15,225
29	14200	ELEVATORS	0	0
30	15400	PLUMBING	60,900	50,750
31	15300	FIRE SPRINKLERS	43,138	35,525
32	15600	HVAC	181,605	152,250
33	Division 16	ELECTRICAL	287,245	203,000
34		EXTERIOR SCAFFOLD	11,004	0
35		MANLIFT	0	0
36		HOISTING	15,527	0
TOTAL DIRECT COSTS			2,036,782	1,181,580
GENERAL CONDITIONS			148,783	80,000
SECURITY GUARD SERVICE			3,797	3,797
G.C. BOND 0.0045			0,843	5,804
SUBTOTAL			2,197,185	1,250,001
CONTRACTOR'S FEE 3.50 %			78,901	43,784
GROSS RECEIPT TAX @ 2.25% of Cahill field labor			1,424	0
SUBTOTAL			2,275,511	1,294,785
ESCALATION 2.50 %			54,330	31,274
CONTRACTOR CONTINGENCY 1.25 %			28,444	18,184
TOTAL			2,358,884	1,342,203

Budget Revision

FORECAST PROJECT COST	\$3,957,000
AVAILABLE FUNDS	\$3,304,000
DIFFERENCE	(\$653,000)

ESTIMATED OPENING DATE FALL 2004

2004

2004

1

DRAFT



San Francisco Public Library Commission

100 Larkin Street, San Francisco, CA 94102

Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.

AUG 30 2002

SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, August 6, 2002

The San Francisco Public Library Commission held its regular meeting on Tuesday, August 6, 2002 in the Koret Auditorium, Main Library.

President Higuera called the meeting to order at 4:07PM.

The following members were noted present: Commissioners Bautista, Coulter, Higuera, Streets, and Strobin. Commissioners Chin and Steiman were reported excused attendance.

AGENDA ITEM #1 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth informed the Commissioners that the Library's 2000/01 Annual Report, prepared jointly with the Friends and Foundation, was now available. Ms. Hildreth lauded the hard work of Library Community Affairs Chief Marcia Schneider and her staff in preparing the report. The City Librarian then informed the Commissioners concerning recent Library statistics citing increases in circulation from 5.4 million to 6.3 million items. Additionally, the City Librarian informed the Commission that both the daily gate counts at the Main Library and the use of reserves throughout the Library system had dramatically increased during the past year. Ms. Hildreth next reported to the Commissioners concerning a Friends and Foundation allocation of \$125,000 for additional artwork for the new Ocean View Branch Library. Ms. Hildreth noted that three proposals for the artwork would be on view at the Branch from August 2-22 and that a selection, based on community input, would be made at an August 26th community meeting. The City Librarian then informed the Commissioners concerning the details of the plans to replace a damaged retaining wall while preserving a much-loved tree at the Presidio Branch Library. Ms. Hildreth then provided the commission with a update on upcoming exhibits at the Library.

Public comment on AGENDA ITEM #1 CITY LIBRARIAN'S REPORT

An anonymous member of the public regretted lack of availability of a written report on the Library statistics and questioned the sources of the funds used to pay for the new art work at the Ocean View Branch Library, noting that it was not a Prop. A (Branch Library Bond 2000) project. Mr. Peter Warfield echoed the request for a written report on the Library statistics, expressing disappointment that they were not available in advance, and commented that he was surprised that the Annual Report was not noted in the meeting agenda. Mr. Warfield also expressed puzzlement that the report was a combined report by the Library and its Friends and Foundation, that he believed to be separate organizations.

Please note: These are draft minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Willie L. Brown, Jr.
Mayor

Charles A. Higuera, A.L.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lionie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary



Commission comment on AGENDA ITEM #1 CITY LIBRARIAN'S REPORT

In response to questions by President Higuera, Ms. Hildreth discussed the reasons staff had identified for the large increases in uses of reserves and why the surplus funds remaining from the Ocean View Branch Library Capital Campaign had been allocated, as the community had wished, for additional public art. Ms. Hildreth also noted that other surplus Ocean View Branch Capital Campaign funds had been used for additional equipment for the branch as well as computer training. Commissioner Coulter pointed out that increased use of the Library reflected both recent economic difficulties as well as the post 9/11 mood of the public. Commissioner Coulter praised the dedicated hard work of Library Community Affairs Chief Marcia Schneider and Friends and Foundation Executive Director Martín Gómez in producing the very useful joint 2000/01 Annual Report. Commissioner Coulter also called attention to the hundreds of programs, exhibits and civic activities held at the library each year, noting their important contribution to the betterment of the community. In answer to additional questions by President Higuera, Ms. Hildreth reported that there was increased interest among library professionals in seeking positions with the San Francisco Public Library. Ms. Hildreth then informed Commissioner Streets concerning the public art approval process used by the Arts Commission to create artwork for the branch libraries. Commissioner Streets requested that a report on the Library statistics be provided.

AGENDA ITEM #2 ILS AUTHORIZATION TO NEGOTIATE

The City Librarian outlined in some detail the extensive process staff had employed to consider and review the potential options to replace the Library's current online systems. Deputy City Librarian Paul Underwood then reported on the work provided by Library consultant Diane Mayo, Library Automation and Technical Services Chief Vivian Pisano, and Deputy City Attorney Chris Hiyashi in preparing the request for proposals (RFP) documents outlining the library's needs in a new ILS (Integrated Library System). Mr. Underwood then took the Commissioners through a step by step review of how the RFP (Request for Proposals) process was conducted since going out on January 2nd until proposals were received on March 15th, and then evaluated and scored by staff. The Deputy City Librarian reported that Innovative Interfaces, the Library administrations recommended choice was both the high total point scoring proposal as well as the highest ranking in each category choice and was within the \$1.8 million budget proposed for the new system. Mr. Underwood noted that recommendation for a separate proposal for the Library for the Blind and Print Disabled to be awarded to Keystone Library System was made in understanding that they and Innovative Interfaces would collaborate in developing the Library's new online system. The Deputy City Librarian noted that migration to the new system would begin at the end of 2002 and was expected to be completed by mid-2003.

Library Consultant Diane Mayo outlined the very central role that library staff had played in developing the request for proposals (RFP) for the new system as well as the extensive staff involvement in evaluation of the proposals received in response to the RFP. Ms. Mayo noted that the demonstration scripts for the proposing vendors were based on staff proposals.

Additionally, Ms. Mayo reported other library staff had participated in a series of demonstrations of the proposed systems and staff made site visits to other libraries using systems proposed by the vendors to gather information about them. Deputy City Librarian Paul Underwood then outlined the work of the Business Review Panel, composed of senior library staff and a representative from the Department of Information and Technology Services (DTIS), that had evaluated the potential business longevity of the vendors, and taken a longer term view of where the Library might want to go with such systems in the future. Mr. Underwood further noted that the Business Review Panel also evaluated potential to meet customer service needs and conducted a structured cost evaluation of each of the proposals. The Deputy City Librarian reported that throughout this process multiple sources of input were sought; including independent input from members of the public and various panels composed of library staff. He noted that the scoring for each of these reviews was not added up until the process was completed so that previous scoring would not influence later reviews. Mr. Underwood commented that Innovative Interfaces was the winner on every level, except lowest cost.

Library Automation and Technical Services Chief Vivian Pisano then presented an overview of the work of the various staff panels, calling attention to the 8 topical panels and the 55 staff review committees. Ms. Pisano noted that representatives from DTIS and the Purchasers Office participated to provide specific expertise related to specialized aspects of the various proposals. Ms. Pisano additionally pointed out that there were extensive StaffNet postings on proposal information and emailed comments were solicited from Library staff.

Public comment on AGENDA ITEM #2 ILS AUTHORIZATION TO NEGOTIATE

An anonymous member of the public expressed appreciation at the attention devoted to this purchase in contrast to some in the past, but found the report lacking in sufficient detail and leaving many important questions unanswered. This person suggested that the result resembled a black box test leaving no way to really evaluate the weak or strong points that lead to the conclusions reached. Mr. Peter Warfield pointed to his long interest in issues related to the library's online systems and expressed concern with lack of specific information about how the results were achieved. Mr. Warfield suggested that Commission acceptance of this proposal constituted a granting blank check approval of a new system without any guarantee that the Library Commission would address the matter again. Mr. Warfield further observed that the public was not as involved in making this choice and suggested that the Library had failed to meet the legal requirements. A second anonymous member of the public expressed concern with different systems for the Library for the Blind and the regular systems noting that many individuals who come to the Main Library and the branches while not classified as disabled have difficulty in using a mouse

Commission comment on AGENDA ITEM #2 ILS AUTHORIZATION TO NEGOTIATE

In response to questions by Commissioner Coulter, the City Librarian outlined in some

detail how the public input into the evaluation of the proposed systems was gathered. The City Librarian also called attention to the issues raised and constraints the City Attorney had mandated for the process used to gather public input into the review process. Ms. Hildreth also noted members of the public who had participated in the review process included: representatives from the Council for Neighborhood Libraries; the Friends and Foundation; college students; and general library users. She suggested that those participating had provided a good cross section of Library users. The City Librarian further reported that there was opportunity for members of the public to offer comments through the Library's website. In response to additional question by Commissioner Coulter concerning the participation by blind and printer disabled users in the process the Ms. Pisano and Ms. Mayo discussed in some detail how specific input was gathered to make sure that the new systems addressed the special needs of disabled library users. In particular, Ms. Mayo noted that most requests submitted by blind or print disabled users was in written form and was generally handled by Library staff. Ms. Mayo noted that the system proposals included a capacity to be read by enlargers and that in most of these situations it would be staff that would use the interface. In response to Commissioner Coulter's question about how well disabled users might like the new system, the City Librarian noted that access staff would be very actively involved in making sure that the new system functioned well for the disabled. Ms. Mayo pointed out that there were only two options, the existing system that would not continue to be available or the proposed new one. In response to a question by Commissioner Coulter, the City Librarian and Deputy City Attorney Chris Hiyashi confirmed that it had been a fair and legal process and that the Library had fulfilled all legal requirements in processing this matter. In answer to a query by President Higuera, the City Librarian noted that the scoring sheets were available and could be accessed through the Library Commission Office. In response to additional questions by President Higuera, Ms. Hildreth informed the Commissioners concerning Innovative Interface's standing in the industry and regarding how well the proposed new system could address the very diverse and challenging needs of the multicultural communities which the Library serves. In response to a question by Commissioner Bautista concerning library staff members who had participated in the evaluation process, the Deputy City Librarian provided an overview of the professional expertise and diverse, ethnically, and gender balanced representation from all parts of the Library's staff that participated in the ILS needs assessment and review of the proposals process. The City Librarian noted that with the exception of the Business Review Panel, line staff had done all of the reviews. In response to a question by President Higuera, Deputy City Attorney Chris Hiyashi noted that while not required, the Commission could include a final review and authorization by the Library Commission before the negotiated contract was signed. In response to questions by Commission Streets, George Nichols, Library Finance Director discussed the financial breakdown of contract costs as well as discussed the Library's evaluation of the financial health of the companies proposing the new system. In answer to additional questions by Commissioner Streets, Mr. Nichols discussed how the Library proposed to address the ongoing maintenance costs of the new system. In response to a query by Commissioner Bautista, Mr. Nichols reported that the costs were included in the Library's Budget. The City Librarian commented that no increase in system maintenance costs was expected from the migration to the new system.

Responding to other questions by Commissioner Bautista, Ms. Hildreth discussed further details of what the Library would get through the proposed contract and outlined the hardware, software and staff training included. The City Librarian noted that migrating to this new system much will be a much less complex task than that which the Library had experienced in moving to the current online system. Deputy City Librarian Paul Underwood noted that the request for proposal specifications had been designed specifically to increase ease of use and reduce the Library backhouse staff workload.

MOTION: by Commissioner Coulter, seconded by Commissioner Streets to authorize the City Librarian to enter into negotiations with the highest ranked proposers, Innovative Interfaces and Keystone Library Automation System for a new ILS (Integrated Library System) and to bring the negotiated contract to the Commission for its review.

ACTION: AYE 5-0 (Bautista, Coulter, Higuera, Streets, and Strobin)

AGENDA ITEM #3 APPROVAL OF THE JUNE 4, 2002 MINUTES

Public comment on AGENDA ITEM #3 APPROVAL OF THE JUNE 4, 2002 MINUTES

An anonymous member of the public pointed out that Commissioner Coulter's arrival at the meeting was not noted, as it should be in the Minutes. This anonymous member of the public remarked that they had they had not literally meant it when they said that they did not have an infinite capacity to sue the Library, that their lawsuits were multiplying, and that these minutes were an issue as they were two months late, had not been posted within 10 days as required. This individual found that a City Attorney's letter of explanation of the Commission Secretary's illness was an insufficient response. This person commented that as this was a legally mandated function it should not be left to happenstance. Mr. Ed Regan reported that his reported comments had been accurately reflected. Mr. Peter Warfield commented that he had experienced difficulty in getting information from the Commission office and that some back up should be provided when staff was unavailable. Mr. Warfield found that these minutes were not accurate citing the absence on page 5 of comments he had made related to money for books and public funding for books.

Commission comment on AGENDA ITEM #3 APPROVAL OF THE JUNE 4, 2002 MINUTES

President Higuera apologized for the delay in making the draft Minutes available but noted that they were a report of what occurred at the Library Commission not a transcription of its meetings. Commissioner Bautista suggested that members of the public who wanted a more detailed report of their comments could submit written public comment statements for attachment to the Minutes. Commissioner Coulter requested that his presence from beginning of the meeting be noted in the approved Minutes

MOTION: by Commissioner Bautista, seconded by Commissioner Coulter for approval of the Minutes of June 4, 2002 as corrected.

ACTION: AYE 5-0 (Aye-Bautista, Coulter, Higuera, Streets, and Strobin)

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

AGENDA ITEM #4 APPROVAL OF THE JUNE 4, 2002 MINUTES

Public comment on AGENDA ITEM #4 APPROVAL OF THE JULY 2, 2002 MINUTES

An anonymous member of the public took note of the Commission President's apology for the lateness of the Minutes. This individual additionally remarked that they made use of written public comment summaries but that these related only to their comments and that comments of others should be accurately reported in the minutes. This person commented that while a transcription was not expected getting a sense of what occurred was; citing remarks on page 6 attributed to Commissioner Coulter which this person felt did not reflect what had been said and thus would not inform a future reader about what the issues were about or explain Commissioner Coulter's vote against the proposal under discussion. Mr. Ed Regan commented that his remarks were accurately reported. Mr. Peter Warfield observed that the Commission's Minutes carried a weight that citizens comments did not and that therefore it was important that the Commission Minutes accurately reflect public comment. Mr. Warfield cited a number of his comments as not accurately reported related inventory refreshment, objections to purging of the records of items inactive for two years, the need to consider repurchase of missing books, and his concerns that expenditures for books receive appropriate Prop. E (Library Preservation Fund 2000) funding.

Commission comment on AGENDA ITEM #4 APPROVAL OF THE JULY 2, 2002 MINUTES

Commissioner Coulter suggested that his page 6 remarks be expanded to include mention that he had been contacted by some Glen Park neighborhood residents with concerns with the proposed project, but that at the time had not yet had a chance to meet with them, and had therefore suggested a delay in approval of the project until their concerns could be heard.

MOTION: by Commissioner Bautista, seconded by Commissioner Strobin for approval of the Minutes of July 2, 2002 as amended.

ACTION: AYE 5-0 (Aye-Bautista, Coulter, Higuera, Streets, and Strobin)

AGENDA ITEM #5 FRIENDS AND FOUNDATION REPORT

Martín Gómez, Executive Director of the Friends & Foundation, called the Commissioners' attention to the Friends & Foundation's Great Annual Book Sale, this year occurring on September 8-12 at Fort Mason. Mr. Gómez noted that this book sale was the largest west of the Mississippi and was a major revenue source for the Friends & Foundation support for library programs. Mr. Gómez noted that they expected to process more than 4,500 boxes of books during the sale as well as make books available to community organizations at no cost.

Public comment on AGENDA ITEM #5 FRIENDS AND FOUNDATION REPORT

An anonymous member of the public called attention to the fact that the Annual Report made available by Library was a joint document with the Annual report of the Friends & Foundation, and commented that this would be perceived differently by different people.

This person remarked that while they had often wondered who would bell the proverbial cat of the unfortunate relationship between these two organizations that they were gratified that in this report the cat had belled itself.

Commission comment on AGENDA ITEM #5 FRIENDS AND FOUNDATION REPORT

President Higuera thanked Mr. Gómez and noted that the Commissioners looked forward to the success of the Annual Book Sale.

AGENDA ITEM #6 LABOR UNION REPORT

None offered.

AGENDA ITEM #7 NEW BUSINESS

President Higuera proposed that the Commission calendar a discussion of the city contracting process to gain a better understanding of what was involved as well as what was required. Commissioner Streets suggested that this would better enable the Commissioners to understand the city/library process and find ways to improve how the Library delivered services.

Public comment on AGENDA ITEM #7 NEW BUSINESS

None offered.

AGENDA ITEM #8 PUBLIC COMMENT

An anonymous member of the public suggested that Commission Coulter's question regarding the legality of the ILS process had not been answered. This individual then called attention to the proposal that all Californians join in reading The Grapes of Wrath, expressing a hope that this would not be seen as an opportunity to seek a grant, and observing that this book addressed their concerns with the social problem they identified as the verandah factor creating obstacles to full participation in our society. This person then cited two famous oft quoted passages from the novel, and recited the one featured in the famed film version of the book, noting we are all Tom Joad. Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight seven days per week. Mr. Regan additionally suggested looking into having so many McNaughton books in the library's collections, suggesting that many were unneeded fiction duplicates that could be removed to make room for non-fiction books. A 2nd anonymous member of the public commented that they wished to speak anonymously because they had been misquoted in the past and raised concern with the planned removal of dumb terminals, noting that they were the only access to the catalog for many people. This 2nd Anonymous member of the public further remarked that as the card catalog no longer was available, the only alternative would be to ask a librarian for assistance, noting that this was not a satisfactory situation and therefore a source of great concern. Mr. Peter Warfield thanks the Commissioners who had asked questions regarding the Integrated Library System (ILS) proposal and suggested that

Please note: These are draft minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

public comments about it had not been heard. Mr. Warfield found that the public process offered excluded effective public participation and left many questions unanswered. He noted that he had participated in a June 10th public review session but that many issues had not been addressed, nor had the RFP process allowed for public scoring of the proposed systems.

AGENDA ITEM #9 ADJOURNMENT

MOTION: by Commissioner Coulter, seconded by Commissioner Bautista that the meeting be adjourned in memory of the late Dorothy Terhar, a retired Librarian, and the late sculptor George Ricky.

Public comment on AGENDA ITEM #9 ADJOURNMENT

Mr. Peter Warfield called attention to the recent passing of retired San Francisco librarian Dorothy Terhar, and the late George Ricky, an internationally famed sculptor and creator of the "Tilting Ls" sculpture displayed outside the Larkin Street entry of the Main Library

ACTION: AYE 4-0 (Bautista, Coulter, Steiman, and Swig)

The meeting was adjourned at 7:37PM.

Please note: These are draft minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 2

Michael Housh, Commission Secretary 8/20/02

Minutes of the regular Commission Meeting of August 6, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 2

Minutes of the regular Commission Meeting of August 6, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 2.

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, August 6, 2002

Item 1:

City Librarian's Report

"I am gratified to hear that there was a report on the performance statistics of this library. I regret that it is not in writing so that we can absorb these statistics with some thoughtfulness.

With respect to the Ocean View art project, I did not hear where the money for this was coming from. It is not one of the Prop. A remodeling, so where the money is coming from is of the essence. Perhaps I just missed it. I hope so."

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 2

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, August 6, 2002

Item 2:

ILS (Integrated Library System) Authorization to Negotiate

“It is gratifying that this seems to be the central item on the agenda. It is recognition of the crucial importance of this to our library. This is in stark contrast to purchases in the past that have been left to happenstance.

This report is not of sufficient detail. We are told this vendor scored the highest, but we don’t know why, or what the strong points were that really sold the system. We don’t know that the evaluation was in crucial areas like user interface, adaptability, etc.

This is like a ‘black box test’ where the only evaluation is of data and results without reference to what happened in between. You have information on the panels with a great deal of overlap, but you don’t have the detail before you. Most importantly you don’t have a way to assess the strong and weak points that lead to the conclusion.”

Minutes of the regular Commission Meeting of August 6, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 2

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, August 6, 2002

Item 3:

Approval of the Minutes of the Meeting of June 4, 2002

"Mr. Coulter is not listed as present but he is listed as voting for adjournment. I don't remember when he arrived, but that is why we have minutes.

Some ago I said that I did not have an infinite capacity to sue. I meant it philosophically. It seems that someone is test my ability to sue because lawsuits are multiplying. These minutes are a subset of the controversy.

These minutes are over two months old. You are required to provide draft minutes within ten working days.

A nice letter from the City Attorney's office explained that Mr. Housh was really sick. But are we saying that when someone is sick we let work pile up on his desk so that he has to face it all when he gets back. It is only the legally mandated function that is treated this way. It should not be left to happenstance."

Minutes of the regular Commission Meeting of August 6, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 2

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, August 6, 2002

Item 4:

Approval of the Minutes of the Meeting of July 2, 2002

“The apology of the president of the lateness of the minutes is duly noted.

I make use of the citizen summaries but they only relate to what I say and other people’s statements should be accurately reflected in the minutes.

For example, on page six Mr. Coulter is described as urging a delay in the vote.

What Mr. Coulter said was a fascinating statement that it is a serious concern when people feel we are ‘pulling one’ on them. He also said, ‘People get pretty irritated and motivated if they think you are trying to mess with them and I think we are better off to sit with them and hear them out.’

We don’t expect a transcription, but we don’t find a general sense of Mr. Coulter’s comments there so that someone can later tell what the issue was about and why Mr. Coulter voted against that proposal.”

Minutes of the regular Commission Meeting of August 6, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 2

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, August 6, 2002

Item 5:

Friends and Foundation Report

"I hope this is a chance to comment on the fact that the Annual Report of the Library for the City and County of San Francisco and the Annual Report of the Friends & Foundation is the same document.

I think that will be perceived differently by different people. One of the things that I talk about when I discuss this library with my friends is, Who will bell the cat?

I am gratified to learn that the cat has now belled itself. The fact that such a document exists makes all too clear the unfortunate relationship between these two organizations.

Who will bell the cat? It belled itself."

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 2

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, August 6, 2002

Item 8:

Public Comment

"I hope Mr. Coulter recognized that when he asked about the legality of the ILS proposal, what he got was a non-answer.

There is a proposal that all Californians read "The Grapes of Wrath" by John Steinbeck. I hope that we will not just use it as an occasion for grant money.

It is a book which addresses forthrightly the problem (which I call the 'veranda factor') of the self-serving obstacles to full participation in our society.

There are two famous scenes. One you will have to ask a librarian about. The other is point where the quotation appears about, 'Well, maybe like Casy says, a fella ain't got a soul of his own, but on'y a piece of a big one . . . Wherever they's a fight so hungry people can eat, I'll be there. Wherever they's a cop beatin' up a guy, I'll be there. . . .'

We are all Tom Joad."



San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

TO: Library Commission

FROM: Paul Underwood *Paul*
Deputy City Librarian

SUBJECT: Replacement of the Integrated Library
System – Vendor Recommendation

DATE: August 1, 2002

Background

The San Francisco Public Library issued a Request for Proposal (RFP) for an Integrated Library System (ILS) on January 2, 2002, with a submission deadline of March 15, 2002. Four vendors provided proposals in response to the RFP. Three vendors' proposals, epixtech, Innovative Interfaces, and SIRSI, were for the complete Integrated Library System. One vendor, Keystone Library Automation System, proposed a solution for the Blind and Print Disabled module only, which was separately evaluated.

Between March 15 and July 29, 2002, an intensive and detailed evaluation of the vendors' proposals was completed, as outlined on pages 93-95 of the RFP. The total number of points available for all stages was 175.

Evaluation Process

A summary of evaluation components is outlined below:

Expert Reader Panel	50 points
Demonstration Evaluation Panel	35 points
Site Visit Panel	15 points
Business Review Panel	50 points
Cost/Fee Proposal	25 points
Total	175 points

The stages of evaluation are outlined below:

Expert Reader Panels (50 points)

Ten panels comprised of staff members and one representative from another Bay Area public library system have reviewed and scored designated portions of the application functions described in the vendors' proposals.

The panels included:

- General Functions;
- Authority Control, Cataloging and Inventory;
- Acquisitions and Serials;
- Community Information and Digital Files;
- Circulation and Homebound;
- Online Public Access Catalog (OPAC);
- Blind and Print Disabled;
- Standards;
- Configuration; and
- Technical Issues

Demonstration Evaluation Panel (35 points)

Each vendor presented their demonstrations of all applications to San Francisco Public Library staff. The first set of demonstrations occurred the week of May 20, 2002 and were followed by a second set of demonstrations the week of July 22, 2002. An Expert Demonstration Panel attended the demonstrations and rated the vendors on functionality and usability features. Staff observers, who could attend part or all of the demonstrations, also provided input through the use of an information form.

Site Visit Panel (15 points)

The Site Visit Panel, comprised of staff, visited public libraries that have installed systems of each of the vendors and rated the performance and dependability of the systems. This process was completed the end of June 2002.

Business Review Panel (50 points)

The panel included San Francisco Public Library managers and one outside representative (from Department of Telecommunications and Information Services).

The panel rated the following items:

▪ Configuration Requirements (response time, transaction load)	20 points
▪ Business Information (experience, customer support, training, technical capacity, qualifications, documentation)	15 points
▪ Implementation Schedule	15 points

Cost/Fee Proposal (25 points)

The vendor that proposed the lowest cost to the city (x) received 25 points. The other cost proposals received $x/y * 25$ points.

Public Input

In addition, public input in this process was encouraged. On June 18th, members of the public reviewed the vendors' products in the fifth floor Training Room of the Main Library. An information form was available for participants to complete on each vendor's product package. The information forms were forwarded to the Site Visit Panel as additional input. Points from the public input process were included with the points of the site visits of the Site Visit Panel.

Additionally, the library's homepage had links available as of June 4 that allowed anyone to access each of the vendors' product packages via the web. No information could be gathered from this feature, as determined by the Office of the City Attorney.

Recommendations

1. Library Administration recommends that the Commission authorize the Library to enter into contract negotiations with the intent to award a contract for replacement of the existing online system with Millennium, the Integrated Library System solution provided by Innovative Interfaces, located in Emeryville, California. Innovative Interfaces achieved the highest score of the three ILS vendors.
2. Library Administration recommends that the Commission authorize the Library to enter into contract negotiations with the intent to award a contract with Keystone Library Automation System, located in Raleigh, North Carolina to provide the Blind and Print Disabled module that will coordinate with Innovative Interfaces' Millennium software. Keystone Library Automation System achieved the highest score for the Blind and Print Disabled module.

The costs associated with these recommendations, including maintenance costs for three years, will not exceed the \$1.8 million budgeted for replacement of the Integrated Library System.

The timeline to begin detailed planning for conversion is scheduled to begin in November 2002, with migration occurring in mid-2003. The Library is currently on schedule for the master timeline for this project.





DOCUMENTS DEPT.

San Francisco Public Library Commission

100 Larkin Street, San Francisco, CA 94102

Phone 415.557.4233, Fax 415.557.4240

SEP 5 2002

SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, August 6, 2002
(As approved amended September 3, 2002)

The San Francisco Public Library Commission held its regular meeting on Tuesday, August 6, 2002 in the Koret Auditorium, Main Library.

President Higuera called the meeting to order at 4:07PM.

The following members were noted present: Commissioners Bautista, Coulter, Higuera, Streets, and Strobin. Commissioners Chin and Steiman were reported excused attendance.

AGENDA ITEM #1 CITY LIBRARIAN'S REPORT

City Librarian Susan Hildreth informed the Commissioners that the Library's 2000/01 Annual Report, prepared jointly with the Friends and Foundation, was now available. Ms. Hildreth lauded the hard work of Library Community Affairs Chief Marcia Schneider and her staff in preparing the report. The City Librarian then informed the Commissioners concerning recent Library statistics citing increase in circulation from 5.4 million to 6.3 million items. Additionally, the City Librarian informed the Commission that both the daily gate counts at the Main Library and the use of reserves throughout the Library system had dramatically increased during the past year. Ms. Hildreth next reported to the Commissioners concerning a Friends and Foundation allocation of \$125,000 for additional artwork for the new Ocean View Branch Library. Ms. Hildreth noted that three proposals for the artwork would be on view at the Branch from August 2-22 and that a selection, based on community input, would be made at an August 26th community meeting. The city Librarian then informed the Commissioners concerning the details of the plans to replace a damaged retaining wall while preserving a much-loved tree at the Presidio Branch Library. Ms. Hildreth then provided the commission with a update on upcoming exhibits at the Library.

Public comment on AGENDA ITEM #1 CITY LIBRARIAN'S REPORT

An anonymous member of the public regretted lack of availability of a written report on the Library statistics and questioned the sources of the funds used to pay for the new art work at the Ocean View Branch Library, noting that it was not a Prop. A (Branch Library Bond 2000) project. Mr. Peter Warfield echoed the request for a written report on the Library statistics, expressing disappointment that they were not available in advance, and commented that he was surprised that the Annual Report was not noted in the meeting agenda. Mr. Warfield also expressed puzzlement that the report was a combined report by the Library and its Friends and Foundation, that he believed to be separate organizations.

Willie L. Brown, Jr.
Mayor

Charles A. Higuera, A.L.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lionie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Susan Hildreth
City Librarian

Michael Housh
Commission Secretary



Commission comment on AGENDA ITEM #1 CITY LIBRARIAN'S REPORT

In response to questions by President Higuera, Ms. Hildreth discussed the reasons staff had identified for the large increases in uses of reserves and why the surplus funds remaining from the Ocean View Branch Library Capital Campaign had been allocated, as the community had wished, for additional public art. Ms. Hildreth also noted that other surplus Ocean View Branch Capital Campaign funds had been used for additional equipment for the branch as well as computer training. Commissioner Coulter pointed out that increased use of the Library reflected both recent economic difficulties as well as the post 9/11 mood of the public. Commissioner Coulter praised the dedicated hard work of Library Community Affairs Chief Marcia Schneider and Friends and Foundation Executive Director Martín Gómez in producing the very useful joint 2000/01 Annual Report. Commissioner Coulter also called attention to the hundreds of programs, exhibits and civic activities held at the library each year, noting their important contribution to the betterment of the community. In answer to additional questions by President Higuera, Ms. Hildreth reported that there was increased interest among library professionals in seeking positions with the San Francisco Public Library. Ms. Hildreth then informed Commissioner Streets concerning the public art approval process used by the Arts Commission to create artwork for the branch libraries. Commissioner Streets requested that a report on the Library statistics be provided.

AGENDA ITEM #2 ILS AUTHORIZATION TO NEGOTIATE

The City Librarian outlined in some detail the extensive process staff had employed to consider and review the potential options to replace the Library's current online systems. Deputy City Librarian Paul Underwood then reported on the work provided by Library consultant Diane Mayo, Library Automation and Technical Services Chief Vivian Pisano, and Deputy City Attorney Chris Hiyashi in preparing the request for proposals (RFP) documents outlining the library's needs in a new ILS (integrated Library System). Mr. Underwood then took the Commissioners through a step by step review of how the RFP (Request for Proposals) process was conducted since going out on January 2nd until proposals were received on March 15th, and then evaluated and scored by staff. The Deputy City Librarian reported that Innovative Interfaces, the Library administrations recommended choice was both the high total point scoring proposal as well as the highest ranking in each category choice and was within the \$1.8 million budget proposed for the new system. Mr. Underwood noted that recommendation for a separate proposal for the Library for the Blind and Print Disabled to be awarded to Keystone Library System was made in understanding that they and Innovative Interfaces would collaborate in developing the Library's new online system. The Deputy City Librarian noted that migration to the new system would begin at the end of 2002 and was expected to be completed by mid-2003.

Library Consultant Diane Mayo outlined the very central role that library staff had played in developing the request for proposals (RFP) for the new system as well as the extensive staff involvement in evaluation of the proposals received in response to the RFP. Ms. Mayo noted that the demonstration scripts for the proposing vendors were based on staff proposals.

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission

Additionally, Ms. Mayo reported other library staff had participated in a series of demonstrations of the proposed systems and staff made site visits to other libraries using systems proposed by the vendors to gather information about them. Deputy City Librarian Paul Underwood then outlined the work of the Business Review Panel, composed of senior library staff and a representative from the Department of Information and Technology Services (DTIS), that had evaluated the potential business longevity of the vendors, and taken a longer term view of where the Library might want to go with such systems in the future. Mr. Underwood further noted that the Business Review Panel also evaluated potential to meet customer service needs and conducted a structured cost evaluation of each of the proposals. The Deputy City Librarian reported that throughout this process multiple sources of input were sought; including independent input from members of the public and various panels composed of library staff. He noted that the scoring for each of these reviews was not added up until the process was completed so that previous scoring would not influence later reviews. Mr. Underwood commented that Innovative Interfaces was the winner on every level, except lowest cost.

Library Automation and Technical Services Chief Vivian Pisano then presented an overview of the work of the various staff panels, calling attention to the 8 topical panels and the 55 staff review committees. Ms. Pisano noted that representatives from DTIS and the Purchasers Office participated to provide specific expertise related to specialized aspects of the various proposals. Ms. Pisano additionally pointed out that there were extensive StaffNet postings on proposal information and emailed comments were solicited from Library staff.

Public comment on AGENDA ITEM #2 ILS AUTHORIZATION TO NEGOTIATE

An anonymous member of the public expressed appreciation at the attention devoted to this purchase in contrast to some in the past, but found the report lacking in sufficient detail and leaving many important questions unanswered. This person suggested that the result resembled a black box test leaving no way to really evaluate the weak or strong points that lead to the conclusions reached. Mr. Peter Warfield pointed to his long interest in issues related to the library's online systems and expressed concern with lack of specific information about how the results were achieved. Mr. Warfield suggested that Commission acceptance of this proposal constituted a granting blank check approval of a new system without any guarantee that the Library Commission would address the matter again. Mr. Warfield further observed that the public was not as involved in making this choice and suggested that the Library had failed to meet the legal requirements. A second anonymous member of the public expressed concern with different systems for the Library for the Blind and the regular systems noting that many individuals who come to the Main Library and the branches while not classified as disabled have difficulty in using a mouse

Commission comment on AGENDA ITEM #2 ILS AUTHORIZATION TO NEGOTIATE

In response to questions by Commissioner Coulter, the City Librarian outlined in some

detail how the public input into the evaluation of the proposed systems was gathered. The City Librarian also called attention to the issues raised and constraints the City Attorney had mandated for the process used to gather public input into the review process. Ms. Hildreth also noted members of the public who had participated in the review process included: representatives from the Council for Neighborhood Libraries; the Friends and Foundation; college students; and general library users. She suggested that those participating had provided a good cross section of Library users. The City Librarian further reported that there was opportunity for members of the public to offer comments through the Library's website. In response to additional question by Commissioner Coulter concerning the participation by blind and printer disabled users in the process the Ms. Pisano and Ms. Mayo discussed in some detail how specific input was gathered to make sure that the new systems addressed the special needs of disabled library users. In particular, Ms. Mayo noted that most requests submitted by blind or print disabled users was in written form and was generally handled by Library staff. Ms. Mayo noted that the system proposals included a capacity to be read by enlargers and that in most of these situations it would be staff that would use the interface. In response to Commissioner Coulter's question about how well disabled users might like the new system, the City Librarian noted that access staff would be very actively involved in making sure that the new system functioned well for the disabled. Ms. Mayo pointed out that there were only two options, the existing system that would not continue to be available or the proposed new one. In response to a question by Commissioner Coulter, the City Librarian and Deputy City Attorney Chris Hiyashi confirmed that it had been a fair process conducted in consultation with her office and that the Library had fulfilled all requirements in processing this matter. In answer to a query by President Higuera, the City Librarian noted that the scoring sheets were available and could be accessed through the Library Commission Office. In response to additional questions by President Higuera, Ms. Hildreth informed the Commissioners concerning Innovative Interface's standing in the industry and regarding how well the proposed new system could address the very diverse and challenging needs of the multicultural communities which the Library serves. In response to a question by Commissioner Bautista concerning library staff members who had participated in the evaluation process, the Deputy City Librarian provided an overview of the professional expertise and diverse, ethnically, and gender balanced representation from all parts of the Library's staff that participated in the ILS needs assessment and review of the proposals process. The City Librarian noted that with the exception of the Business Review Panel, line staff had done all of the reviews. In response to a question by President Higuera, Deputy City Attorney Chris Hiyashi noted that while not required, the Commission could include a final review and authorization by the Library Commission before the negotiated contract was signed. In response to questions by Commission Streets, George Nichols, Library Finance Director discussed the financial breakdown of contract costs as well as discussed the Library's evaluation of the financial health of the companies proposing the new system. In answer to additional questions by Commissioner Streets, Mr. Nichols discussed how the Library proposed to address the ongoing maintenance costs of the new system. In response to a query by Commissioner Bautista, Mr. Nichols reported that the costs were included in the Library's Budget. The City Librarian commented that no increase in system maintenance costs was expected from the migration to the new system.

Number of members of the public who spoke anonymously at this meeting: 2

Responding to other questions by Commissioner Bautista, Ms. Hildreth discussed further details of what the Library would get through the proposed contract and outlined the hardware, software and staff training included. The City Librarian noted that migrating to this new system much will be a much less complex task than that which the Library had experienced in moving to the current online system. Deputy City Librarian Paul Underwood noted that the request for proposal specifications had been designed specifically to increase ease of use and reduce the Library backhouse staff workload.

MOTION: by Commissioner Coulter, seconded by Commissioner Streets to authorize the City Librarian to enter into negotiations with the highest ranked proposers, Innovative Interfaces and Keystone Library Automation System for a new ILS (Integrated Library System) and to bring the negotiated contract to the Commission for its review.

ACTION: AYE 5-0 (Bautista, Coulter, Higuera, Streets, and Strobin)

AGENDA ITEM #3 APPROVAL OF THE JUNE 4, 2002 MINUTES

Public comment on AGENDA ITEM #3 APPROVAL OF THE JUNE 4, 2002 MINUTES

An anonymous member of the public pointed out that Commissioner Coulter's arrival at the meeting was not noted, as it should be in the Minutes. This anonymous member of the public remarked that they had they had not literally meant it when they said that they did not have an infinite capacity to sue the Library, that their lawsuits were multiplying, and that these minutes were an issue as they were two months late, had not been posted within 10 days as required. This individual found that a City Attorney's letter of explanation of the Commission Secretary's illness was an insufficient response. This person commented that as this was a legally mandated function it should not be left to happenstance. Mr. Ed Regan reported that his reported comments had been accurately reflected. Mr. Peter Warfield commented that he had experienced difficulty in getting information from the Commission office and that some back up should be provided when staff was unavailable. Mr. Warfield found that these minutes were not accurate citing the absence on page 5 of comments he had made related to money for books and public funding for books.

Commission comment on AGENDA ITEM #3 APPROVAL OF THE JUNE 4, 2002 MINUTES

President Higuera apologized for the delay in making the draft Minutes available but noted that they were a report of what occurred at the Library Commission not a transcription of its meetings. Commissioner Bautista suggested that members of the public who wanted a more detailed report of their comments could submit written public comment statements for attachment to the Minutes. Commissioner Coulter requested that his presence from beginning of the meeting be noted in the approved Minutes

MOTION: by Commissioner Bautista, seconded by Commissioner Coulter for approval of the Minutes of June 4, 2002 as corrected.

ACTION: AYE 5-0 (Aye-Bautista, Coulter, Higuera, Streets, and Strobin)

are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

AGENDA ITEM #4 APPROVAL OF THE JUNE 4, 2002 MINUTES

Public comment on AGENDA ITEM #4 APPROVAL OF THE JULY 2, 2002 MINUTES

An anonymous member of the public took note of the Commission President's apology for the lateness of the Minutes. This individual additionally remarked that they made use of written public comment summaries but that these related only to their comments and that comments of others should be accurately reported in the minutes. This person commented that while a transcription was not expected getting a sense of what occurred was; citing remarks on page 6 attributed to Commissioner Coulter which this person felt did not reflect what had been said and thus would not inform a future reader about what the issues were about or explain Commissioner Coulter's vote against the proposal under discussion. Mr. Ed Regan commented that his remarks were accurately reported. Mr. Peter Warfield observed that the Commission's Minutes carried a weight that citizens comments did not and that therefore it was important that the Commission Minutes accurately reflect public comment. Mr. Warfield cited a number of his comments as not accurately reported related inventory refreshment, objections to purging of the records of items inactive for two years, the need to consider repurchase of missing books, and his concerns that expenditures for books receive appropriate Prop. E (Library Preservation Fund 2000) funding.

Commission comment on AGENDA ITEM #4 APPROVAL OF THE JULY 2, 2002 MINUTES

Commissioner Coulter suggested that his page 6 remarks be expanded to include mention that he had been contacted by some Glen Park neighborhood residents with concerns with the proposed project, but that at the time had not yet had a chance to meet with them, and had therefore suggested a delay in approval of the project until their concerns could be heard.

MOTION: by Commissioner Bautista, seconded by Commissioner Strobin for approval of the Minutes of July 2, 2002 as amended.

ACTION: AYE 5-0 (Aye-Bautista, Coulter, Higuera, Streets, and Strobin)

AGENDA ITEM #5 FRIENDS AND FOUNDATION REPORT

Martín Gómez, Executive Director of the Friends & Foundation, called the Commissioners' attention to the Friends & Foundation's Great Annual Book Sale, this year occurring on September 8-12 at Fort Mason. Mr. Gómez noted that this book sale was the largest west of the Mississippi and was a major revenue source for the Friends & Foundation support for library programs. Mr. Gómez noted that they expected to process more than 4,500 boxes of books during the sale as well as make books available to community organizations at no cost.

Public comment on AGENDA ITEM #5 FRIENDS AND FOUNDATION REPORT

An anonymous member of the public called attention to the fact that the Annual Report made available by Library was a joint document with the Annual report of the Friends & Foundation, and commented that this would be perceived differently by different people.

This person remarked that while they had often wondered who would bell the proverbial cat of the unfortunate relationship between these two organizations that they were gratified that in this report the cat had belled itself.

Commission comment on AGENDA ITEM #5 FRIENDS AND FOUNDATION REPORT

President Higuera thanked Mr. Gómez and noted that the Commissioners looked forward to the success of the Annual Book Sale.

AGENDA ITEM #6 LABOR UNION REPORT

None offered.

AGENDA ITEM #7 NEW BUSINESS

President Higuera proposed that the Commission calendar a discussion of the city contracting process to gain a better understanding of what was involved as well as what was required. Commissioner Streets suggested that this would better enable the Commissioners to understand the city/library process and find ways to improve how the Library delivered services.

Public comment on AGENDA ITEM #7 NEW BUSINESS

None offered.

AGENDA ITEM #8 PUBLIC COMMENT

An anonymous member of the public suggested that Commission Coulter's question regarding the legality of the ILS process had not been answered. This individual then called attention to the proposal that all Californians join in reading *The Grapes of Wrath*, expressing a hope that this would not be seen as an opportunity to seek a grant, and observing that this book addressed their concerns with the social problem they identified as the verandah factor creating obstacles to full participation in our society. This person then cited two famous oft quoted passages from the novel, and recited the one featured in the famed film version of the book, noting we are all Tom Joad. Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight seven days per week. Mr. Regan additionally suggested looking into having so many McNaughton books in the library's collections, suggesting that many were unneeded fiction duplicates that could be removed to make room for non-fiction books. A 2nd anonymous member of the public commented that they wished to speak anonymously because they had been misquoted in the past and raised concern with the planned removal of dumb terminals, noting that they were the only access to the catalog for many people. This 2nd Anonymous member of the public further remarked that as the card catalog no longer was available, the only alternative would be to ask a librarian for assistance, noting that this was not a satisfactory situation and therefore a source of great concern. Mr. Peter Warfield thanks the Commissioners who had asked questions regarding the Integrated Library System (ILS) proposal and suggested that

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

public comments about it had not been heard. Mr. Warfield found that the public process offered excluded effective public participation and left many questions unanswered. He noted that he had participated in a June 10th public review session but that many issues had not been addressed, nor had the RFP process allowed for public scoring of the proposed systems.

AGENDA ITEM #9 ADJOURNMENT

MOTION: by Commissioner Coulter, seconded by Commissioner Bautista that the meeting be adjourned in memory of the late Dorothy Terhar, a retired Librarian, and the late sculptor George Ricky.

Public comemnt on AGENDA ITEM #9 ADJOURNMENT

Mr. Peter Warfield called attention to the recent passing of retired San Francisco librarian Dorothy Terhar, and the late George Ricky, an internationally famed sculptor and creator of the "Tilting Ls" sculpture displayed outside the Larkin Street entry of the Main Library

ACTION: AYE 4-0 (Bautista, Coulter, Steiman, and Strobin)

The meeting was adjourned at 7:37PM.

Please note: These are draft minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Copies of Public Comment Summary Statements as authorized by San Francisco Administrative Code Section 67.16 can be found in Appendix A. These summary statements are provided by the speaker and their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 2

Michael Housh, Commission Secretary 9/4/02

Minutes of the regular Commission Meeting of August 6, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 2

Minutes of the regular Commission Meeting of August 6, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 2

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, August 6, 2002

Item 1:

City Librarian's Report

"I am gratified to hear that there was a report on the performance statistics of this library. I regret that it is not in writing so that we can absorb these statistics with some thoughtfulness.

With respect to the Ocean View art project, I did not hear where the money for this was coming from. It is not one of the Prop. A remodeling, so where the money is coming from is of the essence. Perhaps I just missed it. I hope so."

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. **2**

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, August 6, 2002

Item 2:

ILS (Integrated Library System) Authorization to Negotiate

"It is gratifying that this seems to be the central item on the agenda. It is recognition of the crucial importance of this to our library. This is in stark contrast to purchases in the past that have been left to happenstance.

This report is not of sufficient detail. We are told this vendor scored the highest, but we don't know why, or what the strong points were that really sold the system. We don't know that the evaluation was in crucial areas like user interface, adaptability, etc.

This is like a 'black box test' where the only evaluation is of data and results without reference to what happened in between. You have information on the panels with a great deal of overlap, but you don't have the detail before you. Most importantly you don't have a way to assess the strong and weak points that lead to the conclusion."

Minutes of the regular Commission Meeting of August 6, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting: 2

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, August 6, 2002

Item 3:

Approval of the Minutes of the Meeting of June 4, 2002

"Mr. Coulter is not listed as present but he is listed as voting for adjournment. I don't remember when he arrived, but that is why we have minutes.

Some ago I said that I did not have an infinite capacity to sue. I meant it philosophically. It seems that someone is test my ability to sue because lawsuits are multiplying. These minutes are a subset of the controversy.

These minutes are over two months old. You are required to provide draft minutes within ten working days.

A nice letter from the City Attorney's office explained that Mr. Housh was really sick. But are we saying that when someone is sick we let work pile up on his desk so that he has to face it all when he gets back. It is only the legally mandated function that is treated this way. It should not be left to happenstance."

Minutes of the regular Commission Meeting of August 6, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 2

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, August 6, 2002

Item 4:

Approval of the Minutes of the Meeting of July 2, 2002

“The apology of the president of the lateness of the minutes is duly noted.

I make use of the citizen summaries but they only relate to what I say and other people’s statements should be accurately reflected in the minutes.

For example, on page six Mr. Coulter is described as urging a delay in the vote.

What Mr. Coulter said was a fascinating statement that it is a serious concern when people feel we are ‘pulling one’ on them. He also said, ‘People get pretty irritated and motivated if they think you are trying to mess with them and I think we are better off to sit with them and hear them out.’

We don’t expect a transcription, but we don’t find a general sense of Mr. Coulter’s comments there so that someone can later tell what the issue was about and why Mr. Coulter voted against that proposal.”

Minutes of the regular Commission Meeting of August 6, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 2

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, August 6, 2002

Item 5:

Friends and Foundation Report

"I hope this is a chance to comment on the fact that the Annual Report of the Library for the City and County of San Francisco and the Annual Report of the Friends & Foundation is the same document.

I think that will be perceived differently by different people. One of the things that I talk about when I discuss this library with my friends is, Who will bell the cat?

I am gratified to learn that the cat has now belled itself. The fact that such a document exists makes all too clear the unfortunate relationship between these two organizations.

Who will bell the cat? It belled itself."

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. **2**

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, August 6, 2002

Item 8:

Public Comment

"I hope Mr. Coulter recognized that when he asked about the legality of the ILS proposal, what he got was a non-answer.

There is a proposal that all Californians read "The Grapes of Wrath" by John Steinbeck. I hope that we will not just use it as an occasion for grant money.

It is a book which addresses forthrightly the problem (which I call the 'veranda factor') of the self-serving obstacles to full participation in our society.

There are two famous scenes. One you will have to ask a librarian about. The other is point where the quotation appears about, 'Well, maybe like Easy says, a fella ain't got a soul of his own, but on'y a piece of a big one . . . Wherever they's a fight so hungry people can eat, I'll be there. Wherever they's a cop beatin' up a guy, I'll be there. . . .'

We are all Tom Joad."



San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

TO: Library Commission

FROM: Paul Underwood *Paul*
Deputy City Librarian

SUBJECT: Replacement of the Integrated Library
System – Vendor Recommendation

DATE: August 1, 2002

Background

The San Francisco Public Library issued a Request for Proposal (RFP) for an Integrated Library System (ILS) on January 2, 2002, with a submission deadline of March 15, 2002. Four vendors provided proposals in response to the RFP. Three vendors' proposals, epixtech, Innovative Interfaces, and SIRSI, were for the complete Integrated Library System. One vendor, Keystone Library Automation System, proposed a solution for the Blind and Print Disabled module only, which was separately evaluated.

Between March 15 and July 29, 2002, an intensive and detailed evaluation of the vendors' proposals was completed, as outlined on pages 93-95 of the RFP. The total number of points available for all stages was 175.

Evaluation Process

A summary of evaluation components is outlined below:

Expert Reader Panel	50 points
Demonstration Evaluation Panel	35 points
Site Visit Panel	15 points
Business Review Panel	50 points
Cost/Fee Proposal	25 points
Total	175 points

The stages of evaluation are outlined below:

Expert Reader Panels (50 points)

Ten panels comprised of staff members and one representative from another Bay Area public library system have reviewed and scored designated portions of the application functions described in the vendors' proposals.

The panels included:

- General Functions;
- Authority Control, Cataloging and Inventory;
- Acquisitions and Serials;
- Community Information and Digital Files;
- Circulation and Homebound;
- Online Public Access Catalog (OPAC);
- Blind and Print Disabled;
- Standards;
- Configuration; and
- Technical Issues

Demonstration Evaluation Panel (35 points)

Each vendor presented their demonstrations of all applications to San Francisco Public Library staff. The first set of demonstrations occurred the week of May 20, 2002 and were followed by a second set of demonstrations the week of July 22, 2002. An Expert Demonstration Panel attended the demonstrations and rated the vendors on functionality and usability features. Staff observers, who could attend part or all of the demonstrations, also provided input through the use of an information form.

Site Visit Panel (15 points)

The Site Visit Panel, comprised of staff, visited public libraries that have installed systems of each of the vendors and rated the performance and dependability of the systems. This process was completed the end of June 2002.

Business Review Panel (50 points)

The panel included San Francisco Public Library managers and one outside representative (from Department of Telecommunications and Information Services).

The panel rated the following items:

▪ Configuration Requirements (response time, transaction load)	20 points
▪ Business Information (experience, customer support, training, technical capacity, qualifications, documentation)	15 points
▪ Implementation Schedule	15 points

Cost/Fee Proposal (25 points)

The vendor that proposed the lowest cost to the city (x) received 25 points. The other cost proposals received $x/y \times 25$ points.

Public Input

In addition, public input in this process was encouraged. On June 18th, members of the public reviewed the vendors' products in the fifth floor Training Room of the Main Library. An information form was available for participants to complete on each vendor's product package. The information forms were forwarded to the Site Visit Panel as additional input. Points from the public input process were included with the points of the site visits of the Site Visit Panel.

Additionally, the library's homepage had links available as of June 4 that allowed anyone to access each of the vendors' product packages via the web. No information could be gathered from this feature, as determined by the Office of the City Attorney.

Recommendations

1. Library Administration recommends that the Commission authorize the Library to enter into contract negotiations with the intent to award a contract for replacement of the existing online system with Millennium, the Integrated Library System solution provided by Innovative Interfaces, located in Emeryville, California. Innovative Interfaces achieved the highest score of the three ILS vendors.
2. Library Administration recommends that the Commission authorize the Library to enter into contract negotiations with the intent to award a contract with Keystone Library Automation System, located in Raleigh, North Carolina to provide the Blind and Print Disabled module that will coordinate with Innovative Interfaces' Millennium software. Keystone Library Automation System achieved the highest score for the Blind and Print Disabled module.

The costs associated with these recommendations, including maintenance costs for three years, will not exceed the \$1.8 million budgeted for replacement of the Integrated Library System.

The timeline to begin detailed planning for conversion is scheduled to begin in November 2002, with migration occurring in mid-2003. The Library is currently on schedule for the master timeline for this project.

AUG 8 2002

SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library Commission

100 Larkin Street, San Francisco, CA 94102

Phone 415.557.4233, Fax 415.557.4240

NOTICE OF MEETING

A regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Thursday, August 15, 2002

TIME: 4:00 PM

PLACE: Koret Auditorium, Main Library, lower level

The meeting will be called to order.

Willie L. Brown, Jr.
Mayor

Charles A. Higuera, A.L.A.
President

Carol Steinman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Jan Hildreth
City Librarian

Michael Housh
Commission Secretary

1. **RICHMOND BRANCH DESIGN RECOMMENDATION** ACTION
Presentations by the design team and the peer review panel, discussion, and possible action to approve a design concept for the Richmond Branch Library.
2. **BOND PROGRAM MANAGER'S REPORT** DISCUSSION
(This is a discussion item to allow the Branch Library Bond Program Manager to report on recent bond program related activities and make announcements.)
This report will consist of *an informational presentation*: no presentation; regular *reports*: program budget and schedule; site acquisition, active projects; and upcoming community outreach; and *special reports*: quarterly reports.
Explanatory documents: current Bond Program Budget and detailed schedules, quarterly reports
3. **APPROVAL OF THE MINUTES** ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of June 20, 2002.
Explanatory document: draft Minutes
4. **APPROVAL OF THE MINUTES** ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of July 18, 2002.
Explanatory document: draft Minutes
5. **PUBLIC COMMENT**
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)
6. **ADJOURNMENT** (requires motion and public comment) ACTION

8/7/02 - M.Housh, Commission Secretary



TO ENSURE THE PARTICIPATION OF THE DISABLED PUBLIC IN ALL COMMISSION PUBLIC MEETINGS, THE FOLLOWING ITEMS CONCERNING ACCESSIBILITY WILL BE AVAILABLE:

SIGN LANGUAGE INTERPRETERS OR NOTE TAKERS WILL BE AVAILABLE UPON REQUEST. PLEASE CONTACT SERVICES FOR THE DEAF AND HEARING IMPAIRED AT 415/557-4433 (TDD) OR 415/557-4434 (VOICE) AT LEAST 72 HOURS PRIOR TO THE MEETING. LATE REQUESTS WILL BE HONORED IF POSSIBLE.

A SOUND ENHANCEMENT SYSTEM WILL BE AVAILABLE UPON REQUEST AT THE MEETINGS. PLEASE CONTACT SERVICES FOR THE DEAF AND HEARING IMPAIRED AT 415/557-4433 (TDD) OR 415/557-4434 (VOICE) AT LEAST 72 HOURS PRIOR TO THE MEETING. LATE REQUESTS WILL BE HONORED IF POSSIBLE.

A PERSON WHO IS DEAF OR HEARING IMPAIRED MAY GAIN MEETING INFORMATION PRIOR TO THE MEETING BY CALLING 415/557-4433 (TDD) OR 415/557-4434 (VOICE). IN ADDITION, THE CALIFORNIA RELAY SERVICE CAN BE USED BY INDIVIDUALS WITH HEARING AND SPEECH IMPAIRMENTS BY CALLING 1-800/735-2929 (TDD) OR 1-800/735-2992 (VOICE).

MINUTES OF THE MEETINGS ARE AVAILABLE IN ALTERNATIVE FORMATS. IF YOU REQUIRE THE USE OF A READER DURING THE MEETING, PLEASE CONTACT THE LIBRARY FOR THE BLIND AND PRINT HANDICAPPED AT 415/557-4253 AT LEAST 72 HOURS IN ADVANCE OF THE NEED.

INDIVIDUALS WITH SEVERE ALLERGIES, ENVIRONMENTAL ILLNESS, MULTIPLE CHEMICAL SENSITIVITY OR RELATED DISABILITIES SHOULD CALL THE ACCESSIBILITY HOTLINE AT 415/554-8925 TO DISCUSS MEETING ACCESSIBILITY. IN ORDER TO ASSIST SAN FRANCISCO'S EFFORTS TO ACCOMMODATE SUCH PEOPLE, ATTENDEES AT PUBLIC MEETINGS ARE REMINDED THAT OTHER ATTENDEES MAY BE SENSITIVE TO VARIOUS CHEMICAL-BASED PRODUCTS. PLEASE HELP THE CITY TO ACCOMMODATE THESE INDIVIDUALS.

LIBRARY COMMISSION MEETINGS WILL BE HELD AT THE MAIN LIBRARY, 100 LARKIN STREET AT GROVE, LOWER LEVEL, KORET AUDITORIUM, EXCEPT WHEN OTHERWISE NOTICED. THE COMMISSION MEETING ROOM IS WHEELCHAIR ACCESSIBLE. THE CLOSEST ACCESSIBLE BART STATION IS CIVIC CENTER. THE ACCESSIBLE MUNI LINE SERVING THIS LOCATION IS THE #19 POLK. FOR INFORMATION ABOUT MUNI'S ACCESSIBLE SERVICE, PLEASE CALL 415/923-6142.

THERE IS ACCESSIBLE PARKING AVAILABLE AT 355 McALLISTER, CIVIC CENTER PLAZA GARAGE. CALL 415/863-1537.

ACCESSIBLE SEATING FOR PERSONS WITH DISABILITIES (INCLUDING THOSE USING WHEELCHAIRS) WILL BE AVAILABLE AT MEETINGS. THE RINGING OF AND USE OF CELL PHONES, PAGERS AND SIMILAR SOUND-PRODUCING ELECTRONIC DEVICES ARE PROHIBITED AT THIS MEETING. PLEASE BE ADVISED THAT THE CHAIR MAY ORDER THE REMOVAL FROM THE MEETING ROOM OF ANY PERSON(S) RESPONSIBLE FOR THE RINGING OR USE OF A CELL PHONE, PAGER, OR OTHER SIMILAR SOUND PRODUCING ELECTRONIC DEVICES.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

GOVERNMENT'S DUTY IS TO SERVE THE PUBLIC, REACHING ITS DECISIONS IN FULL VIEW OF THE PUBLIC. COMMISSIONS, BOARDS, COUNCILS AND OTHER AGENCIES OF THE CITY AND COUNTY EXIST TO CONDUCT THE PEOPLE'S BUSINESS. THIS ORDINANCE ASSURES THAT DELIBERATIONS ARE CONDUCTED BEFORE THE PEOPLE AND THAT CITY OPERATIONS ARE OPEN TO THE PEOPLE'S REVIEW.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (CHAPTER 67 OF THE SAN FRANCISCO ADMINISTRATIVE CODE) OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, THE SUNSHINE ORDINANCE TASK FORCE, CITY HALL, ROOM 244 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO, CA 94102-4689 OR AT 415/554-7724 PH. 415/554-5163 FAX AND WEBSITE AT DONNA_HALL@CI.SF.CA.US. COPIES OF THE SUNSHINE ORDINANCE CAN BE OBTAINED FROM THE CLERK OF THE SUNSHINE TASK FORCE, THE SAN FRANCISCO PUBLIC LIBRARY AND ON THE CITY'S WEBSITE AT WWW.CI.SF.CA.US/BDSUPVRS/SUNSHINE.

SAN FRANCISCO LOBBYIST ORDINANCE

ATTENTION: INDIVIDUALS AND ENTITIES THAT INFLUENCE OR ATTEMPT TO INFLUENCE LOCAL LEGISLATIVE OR ADMINISTRATIVE ACTION MAY BE REQUIRED BY THE SAN FRANCISCO LOBBYIST ORDINANCE (SF ADMIN CODE SECS. 16.520 - 16.534) TO REGISTER AND REPORT LOBBYING ACTIVITY. FOR MORE INFORMATION ABOUT THE LOBBYIST ORDINANCE, PLEASE CONTACT THE ETHICS COMMISSION AT 1390 MARKET STREET #701, SAN FRANCISCO, CA 94102, TELEPHONE (415) 554-9510, FAX (415) 703-0121 AND WEB SITE [HTTP://WWW.CI.SF.CA.US/ETHICS/](http://WWW.CI.SF.CA.US/ETHICS/).

MICHAEL HOUSH, COMMISSION SECRETARY

1/9/02



BRANCH LIBRARY IMPROVEMENT ART ENRICHMENT PROGRAM

RICHMOND BRANCH COMMUNITY ARTIST SELECTION PANEL

ELECTION RESULTS AND ARTIST SELECTION MEETING

The three Richmond District neighborhood representatives elected to participate on the Richmond Branch Community Artist Selection Panel as part of the Branch Library Improvement Art Enrichment Program for the new library facility are:

PROGRAMS • **Elaine D. Cahn**, who has had a long time interest in the arts

CIVIC DESIGN REVIEW • **Ellen Carr**, who is interested in artwork that is reflective of the Richmond neighborhood

PERFORMING ARTS PUBLIC ART SUITE 240 • **Therese Soens**, who has viewed artworks in many countries around the world

COMMUNITY ARTS & EDUCATION CULTURAL EQUITY GRANTS STREET ARTISTS LICENSES SUITE 60

CIVIC ART COLLECTION SUITE 70

ARTS COMMISSION GALLERY 401 VAN NESS AVENUE 415.554.6080

[HTTP://SFAC.SFSU.EDU](http://sfac.sfsu.edu)

EMAIL: ARTS.COMMISSION@SFGOV.ORG

Applications for Richmond residents interested in applying to participate on the Richmond Branch Community Artist Selection Panel were distributed recently to the Library's Richmond mailing list and made available at the Richmond Library. The three applicants were confirmed as panel members at a community meeting about the artwork held at the Richmond Branch on June 27th. The Richmond Branch Community Artist Selection Panel will also include Tim Williams, the Richmond Branch Librarian, and Philip Sowers, the Bureau of Architecture architect for the renovated and expanded Richmond Branch facility.

In mid-September, the Richmond Branch Community Artist Selection Panel will meet to review slides of artwork by a selection of artists from the prequalified artist candidate pool that was established by the Branch Library Improvement Art Selection Panel. That panel, which met in mid-April, included three arts professionals, as well as Marilyn Thompson, the Branch Library Improvement Program Manager, and Joan Jasper, Chief Curator of the Library. From the prequalified artist candidate pool, the Richmond Branch Community Artist Selection Panel will select three finalists, each of whom will prepare a specific proposal for the Richmond Branch Library. The three proposals will be exhibited here at the Richmond Branch Library, probably in late October, for written public comment that will be forwarded to the Richmond Branch Community Artist Selection Panel. The panel will meet again in late October or early November to select the final artist with her or his artwork proposal for the renovated and expanded Richmond Branch Library. The final proposal must be approved by the Arts Commission and reviewed by the Library Commission.

The public is welcome to attend the Richmond Branch Community Artist Selection Panel meetings, which will be held at the Arts Commission offices. Dates for each of these future meetings will be posted here at the Richmond Branch Library.



CITY AND COUNTY OF SAN FRANCISCO



DRAFT

DOCUMENTS DEPT.

SEP 11 2002

SAN FRANCISCO
PUBLIC LIBRARY



San Francisco Public Library Commission

100 Larkin Street, San Francisco, CA 94102

Phone 415.557.4233, Fax 415.557.4240

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the meeting of Thursday, August 15, 2002.

The San Francisco Public Library Commission held a regular meeting on Thursday, August 15, 2002 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:03PM by President Higuera.

The following members were noted present: Commissioners Coulter, Higuera, Streets, and Strobin. Vice President Steiman was excused attendance. Commissioner Chin joined the meeting at 4:16PM. Commissioner Bautista joined the meeting at 4:18PM.

AGENDA ITEM #1 RICHMOND BRANCH DESIGN RECOMMENDATION

Bond Program Manager Marilyn Thompson provided the Commissioners with a brief overview of the proposed \$7.1 million renovation and 40% expansion project proposed for the Richmond Branch Library. Ms. Thompson then introduced the members of the Architects panel, Philip Sowers, Bureau of Architecture, Gerry Takano, TBA West, and John Thomas, Bureau of Engineering for a detailed presentation on the design proposal recommended for the Richmond Branch Library.

Mr. Phil Sowers, Bureau of Architecture, Department of Public Works outlined the goals of the project to strengthen the currently seismic safety rated 4 structure to with stand earthquakes, to preserve the historic character of the Carnegie Building, and to bring the building fully up to date regarding ADA accessibility and other current building code requirements. Mr. Sowers called attention to the opportunities created to expand the Richmond Branch's 'collections and programming with the latest technology provided by the additional space in the new additions as well as reorder and make useful and efficient both the public and staff spaces in the original building. Mr. Sowers then briefly outlined the history of the project, gave a summary report on the community design workshop, presented the four alternative schemes proposed, and reported in greater detail the "wings" scheme deemed best by the community participants.

Mr. John Thomas then discussed in some detail the proposals for landscaping the 29,000-sq. ft. of open space around the Richmond Branch. Mr. Thomas proposed a civic formal ceremonial/monumental treatment for the 9th Avenue side of the building, with a similar but more neighborhood, recreational, and informal treatment for the 10th Avenue side. Mr. Thomas noted that neighbors had made maintaining cross access a priority and this design did so, as well as providing the requested additional outdoor seating, an improved children's play area, and better site lighting. Mr. Sowers followed this presentation with a description of the proposed interior of the original building. Mr. Sowers reported that as the community

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

William L. Brown, Jr.
Mayor

Charles A. Higuera, A.A.
President

Carol Steiman
Vice President

Elen Marte Bautista
Bonnie K. Chin
Steven A. Coulter
Jan A. Streets
Deborah Strobin
Commissioners

San Hildreth
Librarian

Michael Housh
Commission Secretary



had requested the re-arrangement maintained separation of children's and adult services areas, met all ADA (Americans with Disabilities Act) accessibility requirements, provided for the needs of new technologies, and created expanded adult and teen services areas.

Mr. Gerry Takano next presented a report on the steps to be taken to preserve the historic character of the original 1915 building while enhancing the ability of the structure to meet the needs of library staff and neighborhood users. Mr. Takano discussed the ways that the proposed additions to the structure could be made sympathetic in form and materials so as to enhance and compliment the original building. The preservation architect called attention to the ways that the wintergarden proposed for the 10th Avenue side of the building blended the old and the new preserving the original entrance and allowing views of the original building through its transparent surface. Mr. Takano additionally reported that efforts would be made to bring back many of the historic elements of the original building, its grand entry area and the original finishes in the Adult Reading Room. Mr. Takano explained how the access doors between the old and new would be placed under the existing windows and skylights could open to brighten the interior. The designers' responses to community input were then outlined. It was noted that as requested: the front and rear open spaces areas were preserved; the new building would be accessible from both levels; the formal 9th Avenue entry was preserved, separate servicedesks for adults and children were maintained; the Main Reading Room was preserved; additional adult reading space was provided; a separate teen room was created, the use of spaces within the building was made more efficient, and an enlarged community meeting/program room was provided. The design panel then outlined the next steps in the process of the renovation and expansion of the Richmond Branch Library over the next few years.

Ms. Thompson then introduced the Peer Review Panel members: Hillary Gitelman, Presidio Trust, Karen Bevelander, MG West, and David Hobstetter, Kaplan, McLaughlin, Diaz for a critique and comments on the proposed design. Ms. Gitelman complimented the serious effort devoted to doing a thorough planning process for this project and called attention to how the proposed design met the identified goals for the project. Ms. Gitelman found encouraging the proposal's effort in distinguishing between the 9th and 10th Avenue sides of the building. She suggested that details of the 10th Avenue landscape, particularly the Children's Play area, merited more attention and noted that perhaps a differential approach to streetside parking, such as angled spaces, might be considered on that side of the building. Ms. Gitelman suggested that the plan did a good job of adding to the Carnegie Building without distracting from it, but pointed out that in one area the addition should be re-sited so that it did not cut an existing window opening in half. Ms. Gitelman noted that the 10th Avenue addition's elevation without a cornice gave appropriate prominence to the original building.

Mr. David Hobstetter found the proposed design a good start and preferred the 10th Avenue version 1 proposal without the distracting dormers on the wintergarden. Mr. Hobstetter noted that there were still unanswered questions regarding the materials to be used to make the additions compatible with the original building and suggested that the original 10th

The number of members of the public who spoke anonymously at this meeting. 1

Avenue entry be retained as a block rather than as a pasted on "storefront". Mr. Hobstetter recommended that careful attention be paid to the glazing used in the wintergarden suggested that the top glass be filtered to shade the rear wall and that the glass be hung so as to float on the metal grid. Mr. Hobstetter recommended that the interior stairway be moved away from the wall and treated as an object within the space, and that the wintergarden area be treated as a porch mixed-use space. Mr. Hobstetter also recommended that the wings be positioned so as not to half block an existing window opening, but noted that overall the plan just needed some fine-tuning.

Ms. Karen Bevelander echoed her colleagues' remarks concerning the worthy effort put into planning and its responsiveness to community input. Ms. Bevelander noted the plan's increases in space for adult and children's collections and the creation of a new separate space for teens. Ms. Bevelander additionally pointed out that the library would now be fully accessible from both sides, with an enlarged program room with a new exterior access. She further noted that the proposed design respected the historic character of the original building, preserved the separation of adult and children's service areas, more clearly and efficiently laid out the staff areas, and met the community's requests for improvements. Ms. Bevelander also applauded the preservation and enhancement of the Main Reading Room. Pointing to an area of concern with the proposed design, Ms. Bevelander recommended: restoration of original types of lighting fixtures; efforts to bring in more natural light while making sure that such light was filtered; and increasing light levels throughout the building> Ms. Bevelander also suggested paying very careful attention to surface finishes, floors, walls, and ceilings so that the choices made maintained the historical feeling but addressed practical concerns with acoustical issues and ease of cleaning when subjected to heavy use. Ms. Bevelander found most impressive the design's direct responses to the community's input.

Public comment on AGENDA ITEM #1 RICHMOND BRANCH DESIGN RECOMMENDATION

An anonymous member of the public expressed unhappiness that seating had been reserved for the Commissioners to view the presentation and suggested that compliments on the process were undeserved, that the process had been conducted under duress following the rejection of the initial proposal. This person also questioned the lack of availability of explanatory documents suggesting that time was needed to review the information ahead of time. This person also questioned the proposed increase in space for the adult library asking what this meant. Mr. Ed Regan commented that some suggestions were not well received in the workshops that he had attended and recommended that the branch include senior citizens and pamphlet rooms. Mr. Jay Manzo, Richmond resident, remarked that the library was very dear to the community and that the effort that had gone into planning was appreciated. Mr. Manzo made suggestions for the glazing on the 10th Avenue façade and for skylights in the Main Reading room. He also suggested looking into the installation of solar

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.. These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

cells as had been done at the Argonne School as a way of enhancing the renovated building. Richmond Branch Library Manager Tim Williams, observed that the planning had been responsive to the community but that there was concern regarding the size of the staff working areas and that given the very great need in handling adult materials the upstairs staff area might need to be reconsidered. Ms. Barbara Berman, Friends & Foundation and a Richmond resident commented that the Library had conducted a good community process and that the community was committed to going forward. Mr. Tim Kelly, President of the San Francisco Landmarks Preservation Advisory Board lauded the process, found the review panel comments informative and useful, and thanked the Library Commissioners and staff for their efforts. Mr. Peter Warfield remarked that a good deal of effort had gone into this proposal after a rocky start but expressed concern that there were few details concerning books and spaces for books. Mr. Warfield commented that differing figures had been offered describing the size of the Richmond branch book collections and questioned whether 65,000 books represented an increase in the size of the collection. Mr. Warfield further observed that proposals to increase light might not be good for books. He additionally questioned the lack of availability of explanatory materials in advance of the meeting and expressed concerns with relocating the service desk in the branch.

Commission comment on AGENDA ITEM #1 RICHMOND BRANCH DESIGN RECOMMENDATION

In response to questions by Commissioner Streets, Ms. Hildreth reported that a small increase in ongoing maintenance costs associated with maintaining the proposed expanded and renovated building and landscaping were expected and that these costs would continue to be addressed the Library's annual budget. The Bond Program Manager additionally noted that materials and plantings would be chosen with the long-term maintenance concerns in mind. Responding to questions about the uses of the wintergarden area, Mr. Sowers explained how circulation within the building would be enhanced by access to the wintergarden addition. Commissioner Coulter called attention to the good work on the proposed landscape design and noted that this process had been very useful in identifying what the community wanted. Commissioner Bautista called attention to the importance of security in the children's areas of the building, suggested that the redesigned play area be carefully considered, and observed that many children used this branch and that staff might consider creating an outside reading area for children. In response to questions by Commissioner Bautista, Mr. Sowers explained the safety features of the glazing that would be designed to withstand earthquake damage. Commissioner Bautista additionally suggested that public art could be placed in the wintergarden or that landscape topiary figures might be considered for the grounds. Commissioner Bautista called the architect's attention to the proposed framing of arched windows with a rectangular form suggesting that the contrast be softened so that the eye would focus on the historic façade. In response to questions by Commissioner Strobin, Mr. Sowers outlined in detail the multilevel wheelchair accessibility included in the proposed design. Commissioner Strobin commented that the manner in which the wings

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

joined the original building should be carefully done so that they did not appear to be pasted on to it. In response to a query by Commissioner Chin, Mr. Sowers discussed the 3,200 sq. ft. in the additions as well as the 800 sq. ft. in the 10th Avenue wintergarden. In answer to other questions by Commissioner Chin, the relocation and upgrading of play structures in the children's play area was discussed. Commissioner Chin remarked that there were three schools in the immediate area of the branch library and that special efforts should be taken to involve these children in branch library programs. Commissioner Bautista expressed concern with the amount of staff storage space available and recommended that a better break room be considered.

President Higuera noted that the glass wall concept had to be very carefully executed and suggested that the 2nd floor of the wintergarden area be made more functional. He noted that the Secretary of the Interior's Standards for making additions to historic structure specifically discouraged mimicking the existing structure in favor of creating sympathetic additions that remained distinct. President Higuera also noted that each functional area should be evaluated and that attention to the staff areas was important. In response to a question by President Higuera, it was reported that the Prop. 14 (State Library Bond) application would outline in detail the furnishing for each of the spaces. In response to a question by Commission Streets, Ms. Hildreth reported that there were ongoing discussions concerning ways to minimize any problems that could develop from providing seating in the surrounding open space area.

MOTION: Commissioner Bautista, seconded by Commissioner Coulter to accept the design recommendation proposed for the Richmond Branch Library.

MOTION: AYE 4-0 (Bautista, Chin, Coulter, Higuera, Streets, and Strobin)

AGENDA ITEM #2 BOND PROGRAM MANAGERS REPORT

(Explanatory documents: Bond Program budget and schedule documents)

Branch Bond Program Manager Marilyn Thompson began noting that her report would not include an information presentation at this meeting. Ms. Thompson then presented the regular budget reports, noting no changes in the Bond Program Budget since her last report. The Bond Program Manager next noted there had been no changes in the program schedule previously reported. The Bond Program Manager reported site acquisition activities regarding the Martin Luther King Middle School site for the Portola Branch, that an offer had been made for the site selected for the Ingleside Branch, and that locations were still being sought for the Visitation Valley Branch. Ms. Thompson next reported on the ongoing active projects, updating the Commissioners concerning recent activities at the Richmond, Excelsior, Noe Valley, Marina, and Parkside Branch Libraries. Ms. Thompson then provided information concerning community outreach meetings including: a Mission Bay artist's outreach meeting on August 26th; a Richmond Branch Community meeting on August 29th; and a Noe Valley Branch Community meeting on September 21st. The Bond Program Manager noted that response to a RFQ (request for qualifications) were due on September 3rd and that she hoped to have a pool of five design teams in place by October. The Bond Program Manager informed the Commissioners that there would be no special

The number of members of the public who spoke anonymously at this meeting. 1

report at this meeting and informed the Commissioners that the next quarterly reports would be made in October. Lastly, Ms. Thompson noted that the Bond Program Website was active and that the 2nd edition of the Bond Program newsletter was available.

Public comment on AGENDA ITEM #2 BOND PROGRAM MANAGERS REPORT

An anonymous member of the public commented that there was a problem in that the precise names of the explanatory documents were not provided so as to make sure that everyone had the same documents that were being presented in the report. This anonymous member of the public commented that while the active phase of the Marina Branch project was being discussed, no specific materials on that branch had been provided. This person additionally expressed a desire that the reports were presented in larger type so as to be more readable. Mr. Peter Warfield commented that the Commission should be concerned because documents presented in the report had not been available in advance of the meeting.

Commission comment on AGENDA ITEM #2 BOND PROGRAM MANAGERS REPORT

None offered.

AGENDA ITEM #3 APPROVAL OF THE MINUTES OF THE JUNE 20, 2002 COMMISSION MEETING

Public comment on AGENDA ITEM #3 APPROVAL OF THE MINUTES OF THE JUNE 20, 2002 COMMISSION MEETING

An anonymous member of the public found it unfortunate that the Commission had not addressed these Minutes at the beginning of the meeting as they contained an interesting discussion of the Richmond Branch design workshop. This anonymous member of the public commented that their remarks concerning funds for the art enrichment and the size of the book collections at the Richmond Branch were eviscerated suggesting that a fuller reporting would have been useful in the meeting's discussions about the Richmond Branch. Mr. Peter Warfield noted that it was the norm under Roberts Rules of Order to take up "old business" such as approval of minutes before "new business". Mr. Warfield found numerous omissions in the reported discussion of the Richmond Branch, including unreported remarks he attributed to the anonymous member of the public, to another person who spoke of pressure on librarians, and among his own remarks. Mr. Warfield remarked that the Commission had in his view lost control of the Glen Park Branch project. Mr. Ed Regan commented that his remarks were accurately reported.

Commissioner Chin left the meeting at 5:55PM.

Commission comment on AGENDA ITEM #3 APPROVAL OF THE MINUTES OF THE JUNE 20, 2002 COMMISSION MEETING

MOTION: Commissioner Streets, seconded by Commissioner Strobin that the Minutes be approved.

MOTION: AYE 5-0 (Bautista, Coulter, Higuera, Streets, and Strobin)

The number of members of the public who spoke anonymously at this meeting. 1

AGENDA ITEM #4 APPROVAL OF THE MINUTES OF THE JULY 18, 2002 COMMISSION MEETING

Public comment on AGENDA ITEM #4 APPROVAL OF THE MINUTES OF THE JULY 18, 2002 COMMISSION MEETING

An anonymous member of the public noted that their public comment summary statements had been provided to the Commissioners but not to the public and identified a number of areas where their comments were inaccurately reported. This anonymous member of the public called attention to page 7 comments offered on the Bond Program Manager's report and corrected a Public Comment mention of a film role they had attributed to "Lightin" Hopkins that was in fact played by Heddie Leadbetter. Mr. Peter Warfield commented that his concerns noted on page 2 were not clearly reported, and that the comments of members of the public were not amplified. Mr. Warfield also noted that his page 4 remarks concerning the issue of control in the Glen Park Branch were not accurately presented, and that his specific mentions of problems with the catalog were left out of the report on that item.

Commission comment on AGENDA ITEM #4 APPROVAL OF THE MINUTES OF THE JULY 18, 2002 COMMISSION MEETING

MOTION: Commissioner Bautista, seconded by Commissioner Strobin that the Minutes of July 18th regular commission Meeting be approved.

MOTION: AYE 4-0 (Bautista, Coulter, Higuera, and Strobin)

AGENDA ITEM #5 PUBLIC COMMENT

An anonymous member of the public found that they had been in agreement with some of the views expressed by two Commissioners, but that this seeming agreement may have stemmed from the fact that Commissioner Coulter was no longer President. This anonymous member of the public remarked that the source of much discretionary power is money and that our democratic society, despite efforts to level the field and be inclusive, often defers to the uninformed wishes of those privileged by money. Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight seven days per week. Mr. Regan also recommended that books on economic and politics, funded by the \$150,000 available through the Fuhrman Bequest, be acquired, and suggested that additional books on the other 49 states be added to the Library's collections as well. Mr. Peter Warfield commented that he had become aware of numerous problems since the new scheduling system for Library computers went into effect and he hoped that they would soon be addressed.

AGENDA ITEM #6 ADJOURNMENT

MOTION: Commissioner Coulter, seconded by Commissioner Strobin that the meeting be adjourned.

MOTION: AYE 4-0 (Bautista, Coulter, Higuera, and Strobin)

Public comment on AGENDA ITEM #6 ADJOURNMENT

None offered

ACTION: AYE 4-0 (Bautista, Coulter, Higuera, and Strobino)

The meeting was adjourned at 6:15PM.

Michael Housh, Commission Secretary 8/28/02

Please note: These are draft Minutes subject to change by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16. These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Minutes of the regular Commission Meeting of August 15, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Minutes of the regular Commission Meeting of August 15, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, August 15, 2002

Item 1:

Richmond Branch Design Recommendation

"I have sat through so many of these self-serving travesties that it would nauseate you, so you can imagine how I feel.

It is of the essence that you have provided a place for these people to sit separate from the rest of us, a so-called 'whites-only' section. In the same circumstance, I would sit in the other section.

You were complimented on the process several times. What was never acknowledged was that this process was not undertaken voluntarily, but under duress. The people in that neighborhood rejected the first process and insisted on another process.

This agenda item contains no explanatory documents. There are documents, but you did not want the public to have a chance to review them.

The statement that there is increased space for the adult library does not say increased from what, nor does it say whether that is increased space for books."

Minutes of the regular Commission Meeting of August 15, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, August 15, 2002

Item 2:

Bond Program Manager's Report

"We should get use to the fact that it is always true that there is a problem with the explanatory documents. It would be much more efficacious if we had precise names of documents, so that we would know we had the same documents.

I am waiting for you to say that this is 'on schedule, on budget and on program.' It is not true, but it never was anyway.

We are told that we are entering the active phase of Marina, yet we have no specific materials on Marina and we are waiting to see those.

Some of the things that have very small print also have very large margins. There ought to be some trade off between the readability factor and the convenience factor."

Minutes of the regular Commission Meeting of August 15, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, August 15, 2002

Item 3:

Approval of the Minutes: June 20, 2002

“We note that the commission has abandoned its traditional and recommended practice of taking old business, including approval of minutes, ahead of new agenda items.

This is especially meaningful with regard to these minutes because they contain a very interesting prior discussion of the Richmond Branch Design Workshop.

The comments of an anonymous citizen are totally eviscerated. I had a number of specific comments about the fact that the art enrichment program had been diverted so that the Richmond Branch was getting \$50,000 rather than \$150,000, under the original formula.

I discussed the fact that the book collection had been represented as increased when published sources show that the book collection was being decreased.

Those and other corrections would have informed your discussion today.

One positive thing is that at a non-item when I was refused a chance for public comment, there are four lines of type from Ms. Hildreth.”

Minutes of the regular Commission Meeting of August 15, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, August 15, 2002

Item 4:

Approval of the Minutes: July 18, 2002

“I did prepare citizen summaries to these and the previous minutes, which were distributed to you but not to the public.

There are a few places where my own comments were made a hash of, so I will address those briefly.

On page 7, in commenting on the Bond Manager’s Report regarding what I described as an unhealthy political relationship between people representing the library and those who should be dealt with in an adversarial or oversight capacity.

That is what was meant by the term political solution and I did explain it, but it is not clear here.

Also, under public comment there is a reference to Lightnin’ Hopkins, when I referred to someone whose name I could not remember ‘like Lightnin’ Hopkins.’ It was in fact, Heddie Leadbetter. That comment is made a hash of too, but I am out of time.”

Minutes of the regular Commission Meeting of August 15, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, August 15, 2002

Item 5:
Public Comment

"I have agreed with the commissioners recently, including Ms. Bautista on an accounting of the Fuhrman Fund and Mr. Coulter on all aspects of issues need to be expressed.

The cynical view is that the reason is because Commissioner Coulter is not president and if he were president it would be back to the same condescending attitude of 'Le mot de Coulter.' I think there is wisdom there.

No one appreciates power that is naked discretion unless that power is his own. The source of that kind of power, as much as we try to ignore it, is always money.

We have attempted to build a society that is democratic, seeks full participation, and attempts to level the playing field, yet we abandon to those who expect the privileges of money.

They expect to be flattered even though they don't know the issues, and that produces the barriers in our society."

DEC - 2 2002

SAN FRANCISCO
PUBLIC LIBRARY*San Francisco Public Library Commission*

100 Larkin Street, San Francisco, CA 94102

Phone 415.557.4233, Fax 415.557.4240

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the meeting of Thursday, August 15, 2002.

(As approved September 19, 2002)

The San Francisco Public Library Commission held a regular meeting on Thursday, August 15, 2002 in the Koret Auditorium, Main Library.

The meeting was called to order at 4:03PM by President Higuera.

The following members were noted present: Commissioners Coulter, Higuera, Streets, and Strobin. Vice President Steiman was excused attendance. Commissioner Chin joined the meeting at 4:16PM. Commissioner Bautista joined the meeting at 4:18PM.

AGENDA ITEM #1 RICHMOND BRANCH DESIGN RECOMMENDATION

Bond Program Manager Marilyn Thompson provided the Commissioners with a brief overview of the proposed \$7.1 million renovation and 40% expansion project proposed for the Richmond Branch Library. Ms. Thompson then introduced the members of the Architects panel, Philip Sowers, Bureau of Architecture, Gerry Takano, TBA West, and John Thomas, Bureau of Engineering for a detailed presentation on the design proposal recommended for the Richmond Branch Library.

Mr. Phil Sowers, Bureau of Architecture, Department of Public Works outlined the goals of the project to strengthen the currently seismic safety rated 4 structure to withstand earthquakes, to preserve the historic character of the Carnegie Building, and to bring the building fully up to date regarding ADA accessibility and other current building code requirements. Mr. Sowers called attention to the opportunities created to expand the Richmond Branch's collections and programming with the latest technology provided by the additional space in the new additions as well as reorder and make useful and efficient both the public and staff spaces in the original building. Mr. Sowers then briefly outlined the history of the project, gave a summary report on the community design workshop, presented the four alternative schemes proposed, and reported in greater detail the "wings" scheme deemed best by the community participants.

Mr. John Thomas then discussed in some detail the proposals for landscaping the 29,000-sq. ft. of open space around the Richmond Branch. Mr. Thomas proposed a civic formal ceremonial/monumental treatment for the 9th Avenue side of the building, with a similar but more neighborhood, recreational, and informal treatment for the 10th Avenue side. Mr. Thomas noted that neighbors had made maintaining cross access a priority and this design did so, as well as providing the requested additional outdoor seating, an improved children's play area, and better site lighting. Mr. Sowers followed this presentation with a description of the proposed interior of the original building. Mr. Sowers reported that as the community

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

SF

P76

*2

8/15/02

approved

Willie L. Brown, Jr.
Mayor

Charles A. Higuera, A.A.
President

Carol Steiman
Vice President

Helen Marte Bautista
Lonnie K. Chin
Steven A. Coulter
Fran A. Streets
Deborah Strobin
Commissioners

Jusan Hildreth
City Librarian

Michael Housh
Commission Secretary



had requested the re-arrangement maintained separation of children's and adult service areas, met all ADA (Americans with Disabilities Act) accessibility requirements, provided for the needs of new technologies, and created expanded adult and teen services areas.

Mr. Gerry Takano next presented a report on the steps to be taken to preserve the historic character of the original 1915 building while enhancing the ability of the structure to meet the needs of library staff and neighborhood users. Mr. Takano discussed the ways that the proposed additions to the structure could be made sympathetic in form and materials so as to enhance and compliment the original building. The preservation architect called attention to the ways that the wintergarden proposed for the 10th Avenue side of the building blended the old and the new preserving the original entrance and allowing views of the original building through its transparent surface. Mr. Takano additionally reported that efforts would be made to bring back many of the historic elements of the original building, its grand entry area and the original finishes in the Adult Reading Room. Mr. Takano explained how the access doors between the old and new would be placed under the existing windows and skylights opened to brighten the interior. The designers' responses to community input were then outlined. It was noted that as requested: the front and rear open spaces areas were preserved; the new building would be accessible from both levels; the formal 9th Avenue entry was preserved, separate service desks for adults and children were maintained; the Main Reading Room was preserved; additional adult reading space was provided; a separate teen room was created, the use of spaces within the building was made more efficient, and an enlarged community meeting/program room was provided. The design panel then outlined the next steps in the process of the renovation and expansion of the Richmond Branch Library over the next few years.

Ms. Thompson then introduced the Peer Review Panel members: Hillary Gitelman, Presidio Trust, Karen Bevelander, MG West, and David Hobstetter, Kaplan, McLaughlin, Diaz for a critique of and comments on the proposed design. Ms. Gitelman complimented the serious effort devoted to doing a thorough planning process for this project and called attention to how the proposed design met the identified goals for the project. Ms. Gitelman found encouraging the proposal's effort in distinguishing between the 9th and 10 Avenue sides of the building. She suggested that details of the 10th Avenue landscape, particularly the Children's Play area, merited more attention and noted that perhaps a differential approach to streetside parking, such as angled spaces, might be considered on that side of the building. Ms. Gitelman suggested that the plan did a good job of adding to the Carnegie Building without distracting from it, but pointed out that in one area the addition should be re-sited so that it did not cut an existing window opening in half. Ms. Gitelman noted that the 10th Avenue addition's elevation without a cornice gave appropriate prominence to the original building.

Mr. David Hobstetter found the proposed design a good start and preferred the 10th Avenue version 1 proposal without the distracting dormers on the wintergarden. Mr. Hobstetter noted that there were still unanswered questions regarding the materials to be used to make the additions compatible with the original building and suggested that the original 10th

The number of members of the public who spoke anonymously at this meeting. 1

Avenue entry be retained as a block rather than as a pasted on "storefront". Mr. Hobstetter recommended that careful attention be paid to the glazing used in the wintergarden suggested that the top glass be filtered to shade the rear wall and that the glass be hung so as to float on the metal grid. Mr. Hobstetter recommended that the interior stairway be moved away from the wall and treated as an object within the space, and that the wintergarden area be treated as a porch mixed-use space. Mr. Hobstetter also recommended that the wings be positioned so as not to half block an existing window opening, but noted that overall the plan just needed some fine-tuning.

Ms. Karen Bevelander echoed her colleagues' remarks concerning the worthy effort put into planning and its responsiveness to community input. Ms. Bevelander noted the plan's increases in space for adult and children's collections and the creation of a new separate space for teens. Ms. Bevelander additionally pointed out that the library would now be fully accessible from both sides, with an enlarged program room with a new exterior access. She further noted that the proposed design respected the historic character of the original building, preserved the separation of adult and children's service areas, more clearly and efficiently laid out the staff areas, and met the community's requests for improvements. Ms. Bevelander also applauded the preservation and enhancement of the Main Reading Room. Pointing to an area of concern with the proposed design, Ms. Bevelander recommended: restoration of original types of lighting fixtures; efforts to bring in more natural light while making sure that such light was filtered; and increasing light levels throughout the building. Ms. Bevelander also suggested paying very careful attention to surface finishes, floors, walls, and ceilings so that the choices made maintained the historical feeling but addressed practical concerns with acoustical issues and ease of cleaning when subjected to heavy use. Ms. Bevelander found most impressive the design's direct responses to the community's input.

Public comment on AGENDA ITEM #1 RICHMOND BRANCH DESIGN RECOMMENDATION

An anonymous member of the public expressed unhappiness that seating had been reserved for the Commissioners to view the presentation and suggested that compliments on the process were undeserved, that the process had been conducted under duress following the rejection of the initial proposal. This person also questioned the lack of availability of explanatory documents suggesting that time was needed to review the information ahead of time. This person also questioned the proposed increase in space for the adult library asking what this meant. Mr. Ed Regan commented that some suggestions were not well received in the workshops that he had attended and recommended that the branch include senior citizens and pamphlet rooms. Mr. Jay Manzo, Richmond resident, remarked that the library was very dear to the community and that the effort that had gone into planning was appreciated. Mr. Manzo made suggestions for the glazing on the 10th Avenue façade and for skylights in the Main Reading room. He also suggested looking into the installation of solar

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.. These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

cells as had been done at the Argonne School as a way of enhancing the renovated building. Richmond Branch Library Manager Tim Williams, observed that the planning had been responsive to the community but that there was concern regarding the size of the staff working areas and that given the very great need in handling adult materials the upstairs staff area might need to be reconsidered. Ms. Barbara Berman, Friends & Foundation and a Richmond resident commented that the Library had conducted a good community process and that the community was committed to going forward. Mr. Tim Kelly, President of the San Francisco Landmarks Preservation Advisory Board lauded the process, found the review panel comments informative and useful, and thanked the Library Commissioners and staff for their efforts. Mr. Peter Warfield remarked that a good deal of effort had gone into this proposal after a rocky start but expressed concern that there were few details concerning books and spaces for books. Mr. Warfield commented that differing figures had been offered describing the size of the Richmond branch book collections and questioned whether 65,000 books represented an increase in the size of the collection. Mr. Warfield further observed that proposals to increase light might not be good for books. He additionally questioned the lack of availability of explanatory materials in advance of the meeting and expressed concerns with relocating the service desk in the branch.

Commission comment on AGENDA ITEM #1 RICHMOND BRANCH DESIGN RECOMMENDATION

In response to questions by Commissioner Streets, Ms. Hildreth reported that a small increase in ongoing maintenance costs associated with maintaining the proposed expanded and renovated building and landscaping were expected and that these costs would continue to be addressed the Library's annual budget. The Bond Program Manager additionally noted that materials and plantings would be chosen with the long-term maintenance concerns in mind. Responding to questions about the uses of the wintergarden area, Mr. Sowers explained how circulation within the building would be enhanced by access to the wintergarden addition. Commissioner Coulter called attention to the good work on the proposed landscape design and noted that this process had been very useful in identifying what the community wanted. Commissioner Bautista called attention to the importance of security in the children's areas of the building, suggested that the redesigned play area be carefully considered, and observed that many children used this branch and that staff might consider creating an outside reading area for children. In response to questions by Commissioner Bautista, Mr. Sowers explained the safety features of the glazing that would be designed to withstand earthquake damage. Commissioner Bautista additionally suggested that public art could be placed in the wintergarden or that landscape topiary figures might be considered for the grounds. Commissioner Bautista called the architect's attention to the proposed framing of arched windows with a rectangular form suggesting that the contrast be softened so that the eye would focus on the historic façade. In response to questions by Commissioner Strobin, Mr. Sowers outlined in detail the multilevel wheelchair accessibility included in the proposed design. Commissioner Strobin commented that the manner in which the wings

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

joined the original building should be carefully done so that they did not appear to be pasted on to it. In response to a query by Commissioner Chin, Mr. Sowers discussed the 3,200 sq. ft. in the additions as well as the 800 sq. ft. in the 10th Avenue wintergarden. In answer to other questions by Commissioner Chin, the relocation and upgrading of play structures in the children's play area was discussed. Commissioner Chin remarked that there were three schools in the immediate area of the branch library and that special efforts should be taken to involve these children in branch library programs. Commissioner Bautista expressed concern with the amount of staff storage space available and recommended that a better break room be considered.

President Higuera noted that the glass wall concept had to be very carefully executed and suggested that the 2nd floor of the wintergarden area be made more functional. He noted that the Secretary of the Interior's Standards for making additions to historic structure specifically discouraged mimicking the existing structure in favor of creating sympathetic additions that remained distinct. President Higuera also noted that each functional area should be evaluated and that attention to the staff areas was important. In response to a question by President Higuera, it was reported that the Prop. 14 (State Library Bond) application would outline in detail the furnishing for each of the spaces. In response to a question by Commission Streets, Ms. Hildreth reported that there were ongoing discussions concerning ways to minimize any problems that could develop from providing seating in the surrounding open space area.

MOTION: Commissioner Bautista, seconded by Commissioner Coulter to accept the design recommendation proposed for the Richmond Branch Library.

MOTION: AYE 4-0 (Bautista, Chin, Coulter, Higuera, Streets, and Strobin)

AGENDA ITEM #2 BOND PROGRAM MANAGERS REPORT

(Explanatory documents: Bond Program budget and schedule documents)

Branch Bond Program Manager Marilyn Thompson began noting that her report would not include an information presentation at this meeting. Ms. Thompson then presented the regular budget reports, noting no changes in the Bond Program Budget since her last report. The Bond Program Manager next noted there had been no changes in the program schedule previously reported. The Bond Program Manager reported site acquisition activities regarding the Martin Luther King Middle School site for the Portola Branch, that an offer had been made for the site selected for the Ingleside Branch, and that locations were still being sought for the Visitation Valley Branch. Ms. Thompson next reported on the ongoing active projects, updating the Commissioners concerning recent activities at the Richmond, Excelsior, Noe Valley, Marina, and Parkside Branch Libraries. Ms. Thompson then provided information concerning community outreach meetings including: a Mission Bay artist's outreach meeting on August 26th; a Richmond Branch Community meeting on August 29th; and a Noe Valley Branch Community meeting on September 21st. The Bond Program Manager noted that response to a RFQ (request for qualifications) were due on September 3rd and that she hoped to have a pool of five design teams in place by October. The Bond Program Manager informed the Commissioners that there would be no special

The number of members of the public who spoke anonymously at this meeting. 1

report at this meeting and informed the Commissioners that the next quarterly reports would be made in October. Lastly, Ms. Thompson noted that the Bond Program Website was active and that the 2nd edition of the Bond Program newsletter was available.

Public comment on AGENDA ITEM #2 BOND PROGRAM MANAGERS REPORT

An anonymous member of the public commented that there was a problem in that the precise names of the explanatory documents were not provided so as to make sure that everyone had the same documents that were being presented in the report. This anonymous member of the public commented that while the active phase of the Marina Branch project was being discussed, no specific materials on that branch had been provided. This person additionally expressed a desire that the reports were presented in larger type so as to be more readable. Mr. Peter Warfield commented that the Commission should be concerned because documents presented in the report had not been available in advance of the meeting.

Commission comment on AGENDA ITEM #2 BOND PROGRAM MANAGERS REPORT

None offered.

AGENDA ITEM #3 APPROVAL OF THE MINUTES OF THE JUNE 20, 2002 COMMISSION MEETING

Public comment on AGENDA ITEM #3 APPROVAL OF THE MINUTES OF THE JUNE 20, 2002 COMMISSION MEETING

An anonymous member of the public found it unfortunate that the Commission had not addressed these Minutes at the beginning of the meeting as they contained an interesting discussion of the Richmond Branch design workshop. This anonymous member of the public commented that their remarks concerning funds for the art enrichment and the size of the book collections at the Richmond Branch were eviscerated suggesting that a fuller reporting would have been useful in the meeting's discussions about the Richmond Branch. Mr. Peter Warfield noted that it was the norm under Roberts Rules of Order to take up "old business" such as approval of minutes before "new business". Mr. Warfield found numerous omissions in the reported discussion of the Richmond Branch, including unreported remarks he attributed to the anonymous member of the public, to another person who spoke of pressure on librarians, and among his own remarks. Mr. Warfield remarked that the Commission had in his view lost control of the Glen Park Branch project. Mr. Ed Regan commented that his remarks were accurately reported.

Commissioner Chin left the meeting at 5:55PM.

Commission comment on AGENDA ITEM #3 APPROVAL OF THE MINUTES OF THE JUNE 20, 2002 COMMISSION MEETING

MOTION: Commissioner Streets, seconded by Commissioner Strobin that the Minutes be approved.

MOTION: AYE 5-0 (Bautista, Coulter, Higuera, Streets, and Strobin)

The number of members of the public who spoke anonymously at this meeting. 1

AGENDA ITEM #4 APPROVAL OF THE MINUTES OF THE JULY 18, 2002
COMMISSION MEETING

Public comment on AGENDA ITEM #4 APPROVAL OF THE MINUTES OF THE
JULY 18, 2002 COMMISSION MEETING

An anonymous member of the public noted that their public comment summary statements had been provided to the Commissioners but not to the public and identified a number of areas where their comments were inaccurately reported. This anonymous member of the public called attention to page 7 comments offered on the Bond Program Manager's report and corrected a Public Comment mention of a film role they had attributed to "Lightin" Hopkins that was in fact played by Heddie Leadbetter. Mr. Peter Warfield commented that his concerns noted on page 2 were not clearly reported, and that the comments of members of the public were not amplified. Mr. Warfield also noted that his page 4 remarks concerning the issue of control in the Glen Park Branch were not accurately presented, and that his specific mentions of problems with the catalog were left out of the report on that item.

Commission comment on AGENDA ITEM #4 APPROVAL OF THE MINUTES OF
THE JULY 18, 2002 COMMISSION MEETING

MOTION: Commissioner Bautista, seconded by Commissioner Strobin that the Minutes of July 18th regular commission Meeting be approved.

MOTION: AYE 4-0 (Bautista, Coulter, Higuera, and Strobin)

AGENDA ITEM #5 PUBLIC COMMENT

An anonymous member of the public found that they had been in agreement with some of the views expressed by two Commissioners, but that this seeming agreement may have stemmed from the fact that Commissioner Coulter was no longer President. This anonymous member of the public remarked that the source of much discretionary power is money and that our democratic society, despite efforts to level the field and be inclusive, often defers to the uninformed wishes of those privileged by money. Mr. Ed Regan suggested that Library public service hours be expanded from 6AM until Midnight seven days per week. Mr. Regan also recommended that books on economic and politics, funded by the \$150,000 available through the Fuhrman Bequest, be acquired, and suggested that additional books on the other 49 states be added to the Library's collections as well. Mr. Peter Warfield commented that he had become aware of numerous problems since the new scheduling system for Library computers went into effect and he hoped that they would soon be addressed.

AGENDA ITEM #6 ADJOURNMENT

MOTION: Commissioner Coulter, seconded by Commissioner Strobin that the meeting be adjourned.

MOTION: AYE 4-0 (Bautista, Coulter, Higuera, and Strobin)

Public comment on AGENDA ITEM #6 ADJOURNMENT

None offered

ACTION: AYE 4-0 (Bautista, Coulter, Higuera, and Strobino)

The meeting was adjourned at 6:15PM.

Michael Housh, Commission Secretary 8/28/02

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16.. These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Minutes of the regular Commission Meeting of August 15, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Minutes of the regular Commission Meeting of August 15, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, August 15, 2002

Item 1:

Richmond Branch Design Recommendation

"I have sat through so many of these self-serving travesties that it would nauseate you, so you can imagine how I feel.

It is of the essence that you have provided a place for these people to sit separate from the rest of us, a so-called 'whites-only' section. In the same circumstance, I would sit in the other section.

You were complimented on the process several times. What was never acknowledged was that this process was not undertaken voluntarily, but under duress. The people in that neighborhood rejected the first process and insisted on another process.

This agenda item contains no explanatory documents. There are documents, but you did not want the public to have a chance to review them.

The statement that there is increased space for the adult library does not say increased from what, nor does it say whether that is increased space for books."

Minutes of the regular Commission Meeting of August 15, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, August 15, 2002

Item 2:

Bond Program Manager's Report

"We should get use to the fact that it is always true that there is a problem with the explanatory documents. It would be much more efficacious if we had precise names of documents, so that we would know we had the same documents.

I am waiting for you to say that this is 'on schedule, on budget and on program.' It is not true, but it never was anyway.

We are told that we are entering the active phase of Marina, yet we have no specific materials on Marina and we are waiting to see those.

Some of the things that have very small print also have very large margins. There ought to be some trade off between the readability factor and the convenience factor."

Minutes of the regular Commission Meeting of August 15, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, August 15, 2002

Item 3:

Approval of the Minutes: June 20, 2002

“We note that the commission has abandoned its traditional and recommended practice of taking old business, including approval of minutes, ahead of new agenda items.

This is especially meaningful with regard to these minutes because they contain a very interesting prior discussion of the Richmond Branch Design Workshop.

The comments of an anonymous citizen are totally eviscerated. I had a number of specific comments about the fact that the art enrichment program had been diverted so that the Richmond Branch was getting \$50,000 rather than \$150,000, under the original formula.

I discussed the fact that the book collection had been represented as increased when published sources show that the book collection was being decreased.

Those and other corrections would have informed your discussion today.

One positive thing is that at a non-item when I was refused a chance for public comment, there are four lines of type from Ms. Hildreth.”

Minutes of the regular Commission Meeting of August 15, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, August 15, 2002

Item 4:

Approval of the Minutes: July 18, 2002

“I did prepare citizen summaries to these and the previous minutes, which were distributed to you but not to the public.

There are a few places where my own comments were made a hash of, so I will address those briefly.

On page 7, in commenting on the Bond Manager’s Report regarding what I described as an unhealthy political relationship between people representing the library and those who should be dealt with in an adversarial or oversight capacity.

That is what was meant by the term political solution and I did explain it, but it is not clear here.

Also, under public comment there is a reference to Lightnin’ Hopkins, when I referred to someone whose name I could not remember ‘like Lightnin’ Hopkins.’ It was in fact, Heddie Leadbetter. That comment is made a hash of too, but I am out of time.”

Minutes of the regular Commission Meeting of August 15, 2002

Appendix A

The Public Comment Summary Statements included in these Minutes are authorized by San Francisco Administrative Code Section 67.16..

These summary statements are provided by the speaker. Their contents are neither generated by, nor subject to approval or verification of accuracy by, the San Francisco Public Library Commission.

The number of members of the public who spoke anonymously at this meeting. 1

Public Comment of An Anonymous Citizen

San Francisco Public Library Commission Meeting, August 15, 2002

Item 5:
Public Comment

"I have agreed with the commissioners recently, including Ms. Bautista on an accounting of the Fuhrman Fund and Mr. Coulter on all aspects of issues need to be expressed.

The cynical view is that the reason is because Commissioner Coulter is not president and if he were president it would be back to the same condescending attitude of 'Le mot de Coulter.' I think there is wisdom there.

No one appreciates power that is naked discretion unless that power is his own. The source of that kind of power, as much as we try to ignore it, is always money.

We have attempted to build a society that is democratic, seeks full participation, and attempts to level the playing field, yet we abandon to those who expect the privileges of money.

They expect to be flattered even though they don't know the issues, and that produces the barriers in our society."

